


January 10, 2025

TO: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman  
FROM: Kevin Klipfel, Executive Director   
SUBJECT: January 16, 2025 Park Board Meeting Packet and Overview

Commissioners:

Attached you will find the packet of information and overview for the Park Board meeting on January 16, 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
- Aquastorm Swim Club – Elyse Puklich will appear before the Board.
  - Flurry Fest – Recreation Specialist Spencer Aune will appear before the Board.
- Item 5.** City of Bismarck Flood Control Project Survey Summary and Update  
City Engineer Gabe Schell has provided information in the board packet. He will also appear before the Board.
- Item 6.** Disposition of Bids  
Facilities and Programs Director Mike Wald and Operations Director David Mayer have provided memos on the following bids. They will review them with the Board.
- Maintenance Equipment and Golf Carts
  - Fertilizer
  - Portable Toilet Services
  - Security Services
- 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:

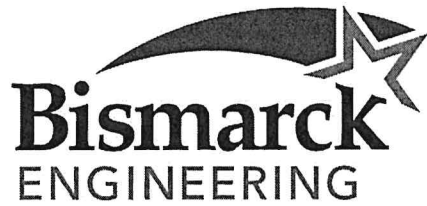
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- Consideration of December 19, 2024 Board Meeting Minutes – The minutes are included for your consideration.
- Request Authorization to add McGough Construction to the Approved List of Engineering, Architect and Planning Services – McGough Construction has supplied the required documents. Staff recommends Board approval to add them to the approved list for 2025-2026.
- Request to Dispose of Obsolete Records – Please see the memo provided in the Board packet.
- Fore Seasons Center Fee Adjustment – Facilities and Programs Director Mike Wald has provided a memo for your review.
- Request Authorization to Call for Bids – Operations Director David Mayer has provided a memo with information.
  - McDowell Dam Playground
  - Park District Concrete Improvements

**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: February 20, 2025 at 5:15 pm in the Tom Baker Meeting Room



January 8, 2025

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

Re: South Bismarck Flood Control Project Update

Dear Mr Klipfel,

The City of Bismarck requests an opportunity to present an update on the South Bismarck Flood Protection Project to the Parks and Recreation District Commissioners. Bismarck Parks and Recreation District and City of Bismarck hosted a stakeholder meeting on Wednesday, December 11, 2024. Also released at that meeting was a public survey seeking input on the Clem Kelly options under consideration.

We would appreciate the opportunity to discuss the results of the survey and the concepts under development in reaction to the feedback received at the stakeholder meeting.

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

Sincerely,

A handwritten signature in cursive script that reads "Gabe Schell".

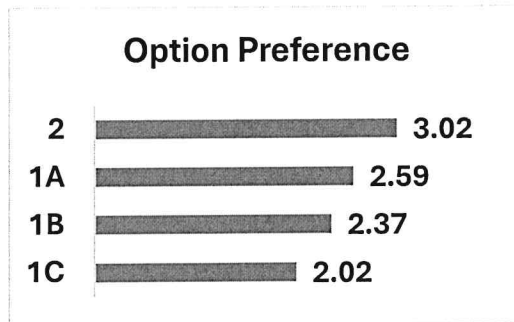
Gabe Schell, PE  
City Engineer



**Bismarck Parks and Recreation District Property Options:  
Survey Results on South Bismarck Flood Control Project**  
December 2024 – 173 surveys completed

**Options for Clem Kelley Athletic Complex, Sertoma Park Tennis/Pickleball Courts and FitLot/Obstacle Course**

- **Option 2**-Reconfigure six softball fields with no impact to existing tennis/pickleball courts, FitLot and obstacle course; replace softball complex tournament building, restrooms, concessions, umpires area, shelters and playground
- **Option 1A**-Relocate tennis courts and restroom/tournament building to existing soccer field in northeast corner of property; relocate two softball fields and restroom to west side of property; relocate pickleball courts, FitLot and obstacle course further west
- **Option 1B**-Relocate tennis courts and restroom/tournament building to existing soccer field in northeast corner of property; acquire adjacent property to the east and relocate pickleball courts; relocate FitLot and obstacle course further west; relocate two softball fields and restroom to west side of property
- **Option 1C**-Relocate tennis courts and restroom/tournament building to existing soccer field in northeast corner of property; acquire adjacent property to the east and relocate pickleball courts and add parking; relocate FitLot and obstacle course further west; relocate two softball fields and restroom to west side of property



Option	TOTAL	Softball	Tennis	Pickleball	BPS	Soccer
<b>2</b>	<b>3.02</b>	<b>2.72</b>	<b>3.37</b>	2.55	<b>3.00</b>	<b>3.18</b>
<b>1A</b>	2.59	2.47	2.81	<b>2.90</b>	2.48	2.27
<b>1B</b>	2.37	2.59	2.19	2.50	2.52	2.55
<b>1C</b>	2.02	2.22	1.63	2.05	2.00	2.00

\*Respondents could select multiple affiliations.

**Overview of Comments on Four Options for Softball, Pickleball and Tennis (104)**

- 34 respondents preferred Option 2, generally to retain tennis and pickleball courts in their current locations
- 21 respondents were not interested in any options, primarily concerned with retaining tennis in the current location

- 6 respondents were not interested in any options, suggesting moving softball fields to Cottonwood Park
- 6 respondents were not interested in any options, suggesting other locations for flood control such as the zoo or airport
- 12 respondents preferred Option 1C to increase the number of pickleball courts
- 6 respondents said more parking was needed, regardless of option
- 3 respondents were primarily concerned about relocating the orchard
- 2 respondents said flood control effectiveness was the top priority
- 14 respondents had general comments about construction, pond safety, budget, need for more facilities, etc.

**Overview of Comments on Relocating Soccer to Hidden Star Park (45)**

- 32 respondents were supportive with proximity to Cottonwood Park soccer fields
- 7 respondents said no to relocation
- 3 respondents suggested more recreation space and connecting to Cottonwood
- 3 respondents suggested moving softball and/or pickleball to Cottonwood

**Overview of Comments on Changes to Sertoma Park Trail (38)**

- 19 respondents were ok with the changes
- 8 respondents did not support the changes
- 6 respondents expressed concern about losing trees, the meandering trail and trail connections
- 2 respondents expressed concern about safety

<b>User Group Affiliation</b>		
I am not affiliated with any of the listed user groups.	31.79%	55
Bismarck Mandan Tennis Association	36.42%	63
Dakota Zoo	17.92%	31
Bismarck Men's Slowpitch Softball Association	14.45%	25
Bismarck Public Schools	13.29%	23
McQuade Charity Softball Tournament	12.14%	21
Bismarck Mandan Pickleball Club	11.56%	20
Bismarck Elks	7.51%	13
Dakota United Soccer Club	6.36%	11
Magic Soccer	4.62%	8
Bismarck Youth Baseball	4.05%	7
Bismarck Youth Fastpitch Softball	4.05%	7
University of Mary	4.05%	7
Bismarck State College	3.47%	6
Bismarck Women's Slowpitch Softball Association	3.47%	6
St. Mary's Central High School	3.47%	6
Bismarck Mandan Lacrosse	2.89%	5

Bismarck Youth Football League	2.31%	4
Special Olympics	2.31%	4
United Tribes Technical College	2.31%	4
Missouri River Baseball	1.16%	2
Other	4.05%	7



Let's Play!

DATE: January 8, 2025

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

FROM: Mike Wald, Facilities and Programs Director *MW*  
David Mayer, Operations Director *DM*

RE: 2025 Maintenance Equipment and Golf Cart Bids

Staff opened maintenance equipment and golf cart bids on January 7, 2024. The bids have been reviewed with the golf and operations staff. Summaries of each bid component are listed below. All recommendations are based on the lowest bid submitted that met all the advertised specifications.

**2025 Maintenance Equipment**

	Item A	Item B	Item C	Item D	Item E
Vendor	Two (2) Contour Rough Mowers	One (1) Utility Work Machine	Two (2) Gas Utility Carts with Beverage Insert	Six (6) Electric Golf Cart Trikes	One (1) Gas Utility Cart Range Ball Picker Set Up
Rechargeable Power Energy North America LLC				Unit Price: <b>\$2,870.00</b> Total Price: <b>\$17,220.00</b>	
14 STX Fat Tire Golf Scooter				Unit Price: \$3,970.00 Total Price: \$23,820.00	
Van Wall Equipment	Unit Price: \$91,225.00 Total Price: \$182,450.00				
Bobcat of Mandan		<b>\$91,348.54</b>			
MTI	Unit Price: <b>\$88,699.00</b> Total Price: <b>\$177,398.00</b>		Unit Price: \$17,817.00 Total Price: \$35,634.00		
All Season Motorsports			Unit Price: \$13,957.31 Total Price: \$27,914.62	Unit Price: \$3,990.00 Total Price: \$23,940.00	\$14,862.51
Yamaha Golf and Utility			Unit Price: \$16,780.00 Total Price: \$33,560.00		\$13,980.00
Versatile Vehicles			Unit Price: <b>\$11,900.00</b> Total Price: <b>\$23,800.00</b>		<b>\$12,900.00</b>

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**2025 Golf Carts**

Vendor	Twenty-Six (26) 2025 Gas Four Wheel Golf Cars	Trade In Price	Total Bid
All Seasons Motorsports	Unit Price: \$6,240.98 Total Price: \$162,265.48	\$71,100.00	<b>\$91,165.48</b>
Yamaha Golf & Utility	Unit Price: \$5,980.00 Total Price: \$155,480.00	\$48,700.00	\$106,780.00
Versatile Vehicles	Unit Price: \$6,200.00 Total Price: \$161,200.00	\$55,600.00	\$105,600.00

Bold item indicates lowest bid that met all specifications.

Staff recommend awarding bids as follows:

- Item A to MTI for \$177,398.00
- Item B to Bobcat of Mandan in the amount of \$91,348.54
- Items C and E to Versatile Vehicles for \$36,700.00
- Item D to Rechargeable Power Energy North America LLC for a total of \$17,220.00
- Golf carts to All Seasons Motorsports for a total of \$91,165.48

All items are within the amount budgeted for 2025.



Let's Play!

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

**From:** David Mayer, Operations Director *DM*  
Mike Wald, Facilities and Programs Director *MW*

**Date:** January 6, 2025

**Subject:** 2025 Fertilizer Bid Summary

Commissioners and Executive Director Klipfel:

Upon review of the bids received on December 17, we recommend purchasing the following items listed below. These recommendations are based upon adherence to specifications as listed and lowest price bid.

**2025 Fertilizer Bid Summary**

Staff recommends awarding bids as follows:

Item	Vendor	Description	Price/Bag	Qty	Total Price
1	Van Diest Supply Company	25-0-8 w/.72% Trimec	\$19.30	960	\$ 18,528.00
2	Van Diest Supply Company	28-3-10	\$24.65	120	\$2,958.00
3	The Tessman Company	25-0-5	\$28.00	225	\$6,300.00
4	Van Diest Supply Company	24-0-12	\$29.35	360	10,566.00
5	The Tessman Company	16-4-8	\$34.50	160	\$5,520.00

Items 3 and 5 awarded to The Tessman Company for \$ 11,820.00

Items 1, 2 and 5 awarded to Van Diest Supply Company for \$32,052.00

The total awarded amount is \$43,872.00. Results of bid opening are attached.

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**Bismarck Parks and Recreation District**

**2025 Fertilizer Bid Summary**

25-0-8 w/.72% Trimec  
50 lb bags: 960 bags      Operations

Vendor	Manufacturer	Homogenous	Blend	Analysis (N-P-K)	Price/ bag	Total Price	Meets Specs
Van Diest Supply Company	EC Grow		X	25-0-8 w/.72% Trimec & 20% EPEC	19.30	\$18,528.00	Yes
Rivard's	EC Grow		X	25-0-8 w/.72% Trimec & 25% EPEC 60), SGN 220	20.25	\$19,440.00	
Tessman Company	EC Grow		X	25-0-8 w/.72% Trimec & 20% EPEC 60), SGN 220	20.95	\$20,112.00	

28-3-10                      120  
bags                      Pebble Creek Golf Course

Vendor	Manufacturer	Homogenous	Blend	Analysis (N-P-K)	Price/ bag	Total Price	Meets Specs
Van Diest Supply Company	Anderson's		X	28-3-10 w/50% NS-54 & micros	\$24.65	\$2,958.00	Yes
Rivard's	Anderson's		x	28-3-10(50% NS-54, 2%Fe, Micros), SGN 215	\$30.55	\$3,666.00	
Tessman Company	BCA Products		X	28-3-10 50% STU 22% Minnegrow	\$21.00	\$2,520.00	No
Superior Tech Products	Fertimix		X	28-3-10 2/micros	\$32.00	\$3,840.00	

25-0-5 or 24-0-10  
225 Bags                      Tom O'Leary Golf Course

Vendor	Manufacturer	Homogenous	Blend	Analysis (N-P-K)	Price/ bag	Total Price	Meets Specs
Van Diest Supply Company	Mears		X	25-0-5 w/24% XCU	15.45	\$3,476.25	No
Rivard's	Anderson	x		Contec DG 24-0-10 (90% Mutech-L), SGN 150	61.50	\$13,770.00	
Tessman Company	Lebanon	X	X	25-0-5 51% Mesa 1%Fe	28.00	\$6,300.00	Yes

24-0-12 or 25-2-12  
360 bags                      Riverwood Golf Course

Vendor	Manufacturer	Homogenous	Blend	Analysis (N-P-K)	Price/ bag	Total Price	Meets Specs
Van Diest Supply Company	Mears		X	24-0-12 w/76.25% MU-40	29.35	\$10,566.00	Yes
Rivard's	Andersons		X	25-2-12 (97% NS-54), SGN 150	44.50	\$16,020.00	
Tessman Company	Lebanon		X	CC 24-0-12 60% Mesa 40% Meth-Ex 100% Expo	36.95	\$13,302.00	

16-4-8                      160  
bags                      Riverwood Golf Course

Vendor	Manufacturer	Homogenous	Blend	Analysis (N-P-K)	Price/ bag	Total Price	Meets Specs
Rivards	Andersons		X	16-4-8 (92% AMS, Micros), SGN 125	38.05	\$6,088.00	
Tessman Company	Lebanon	X		16-4-8 Ammonical Fe	34.50	\$5,520.00	Yes



Let's Play!

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

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

**Date:** January 9, 2025

**Subject:** 2025 Portable Toilet Bids

Commissioners and Executive Director Klipfel:

Upon review of the bids received on January 9, only one vender submitted a bid. Staff recommend accepting the bid as submitted by Spiffy Biffs.

Spiffy Biffs	Unit Type	Rental	Service Rate	Est. Basic Cost	Additional Service	Anti-freeze	Damage Waiver	Fuel Charge
	Regular	Included	60.00	60.00	15.00	\$7.50	included	n/a
	ADA	Included	90.00	90.00	22.00	\$7.50	included	n/a
	Temp Units			15.00	Delivery & pickup included			

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Let's Play!

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

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

**Date:** January 9, 2025

**Subject:** 2025 Security Services Bid Summary

Commissioners and Executive Director Klipfel:

Upon review of the bids received on January 9, we recommend awarding the services based upon adherence to specifications as listed and lowest bid price.

Staff recommend awarding bids as follows:

Area	Bismack Mandan Security	Spartan Solutions Group, LLC
Community and Restrooms	\$150.00	\$199.00
Chief Lookings Village	\$17.00*	\$17.00
General Sibley – per hour rate	\$37.50	\$39.00

\*In the event of a tie bid, a coin toss was used to determine who would be awarded that area.

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MINUTES OF THE BOARD OF PARK COMMISSIONERS  
December 19, 2024

The Board of Park Commissioners held their regular meeting on December 19, 2024 in the Tom Baker meeting room of the City/County Building. President Zimmerman called the meeting to order at 5:15 pm. Commissioners Herzog, Redmann, and Jeske were present. Commissioner Gilbertson was absent. The pledge of allegiance was said.

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

Representatives from the Farwest Rotary Club appeared before the Board as the Featured Partner and Program. The members provided the Bismarck Recreation Council's endowment fund with a donation of \$107,343, restricted to New Generations Park. Randy Bina, vice chair of the Bismarck Recreation Council, addressed the Board and the club members and thanked them for their lasting gift to the endowment fund.

Executive Director Klipfel provided a summary of the public information meeting on the City of Bismarck's flood control project that was held earlier in December.

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

- Consideration of November 21, 2024 Board meeting minutes.
- Consideration of one year end transfer.
- Consideration of 2025 Matching Grant Application with one proposed change since the November 2024 meeting.
- Request authorization to call for the following bids:
  - Portable toilet services
  - Security services
  - BSC Aquatic and Wellness Center pool septum
  - Retime hot tubs at Capital Racquet and Fitness Center
  - Replace outfield fence at Cottonwood Park-fields 2 and 3
- Request Board authorization to select consultants and call for bids on the following projects
  - Main Video Board at the BSC Aquatic and Wellness Center
  - Painting interior of VFW Sports Center Rink 1
  - Replace roof at World War Memorial Building
  - Tom O'Leary cart paths, phase I
  - Elks Aquatic Center playground replacement

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

President Zimmerman summarized comments from the Executive Director's annual review.

Commissioner Redmann moved to approve bills for payment with checks 408173 to 408183 and 217605 to 217775 along with bank drafts DFT001491 to DFT001501, EFTs 3154 to 3193 and direct deposits 81113 to 81991. Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Herzog, Redmann, Jeske, and President Zimmerman. The nays being none, the motion carried.

The next regular Board meeting will be held January 16, 2025 at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 5:51 pm.



DRAFT



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

Date: January 2025

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

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

RE: Record Disposal Request

In accordance with Bismarck Parks and Recreation District's record retention policy, "Any destruction of Bismarck Parks and Recreation records must receive approval of the Board of Park Commissioners and will follow the timetable listed in the following schedule." A detailed listing of the retention schedule is found in the BPRD Accounting Policy and Procedure Handbook which has been provided in your Board Operating Handbook.

We are requesting permission to dispose of the following records:


2010-2011	BLAST, Activity Center and Safety Village
2021	Adult Volleyball Rosters

A total of ten boxes are presented for your consideration. The records will be destroyed by a commercial shredder upon approval.

Thank you for your consideration of this request.

Let's Play!

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

FROM: Mike Wald, Facilities and Programs Director 

DATE: January 6, 2025


RE: Fore Seasons Center Fee Adjustment

The Dakota United Soccer Club and Magic Soccer Club indoor programs at Fore Seasons run from November 2024-March 2025, and the groups determined their programs fees prior to when the Board approves the budget. Therefore, staff requests to apply the 2024 program fees for their current seasons that ends in March, and then apply the approved 2025 rates for any activity scheduled after that time. Staff may also consider developing two year use agreements in the future.

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

**From:** David Mayer, Operations Director 

**Date:** January 9, 2025

**Subject:** Request to Call for Bids – 2025 Projects

Commissioners and Executive Director Klipfel:

Please consider this request to call for bids for the following projects throughout the District.

**McDowell Dam - New Playground**

The proposed project is to create a new playground space between shelters 3 and 4 at McDowell Dam with new playground equipment and poured-in-place surfacing for safety, accessibility and sustainability. The project will also include a concrete access path from both the loop parking lot and the shared-use trail.



*McDowell Dam Capital Improvement Plan*

**BPRD 2025 Concrete Improvements**

The proposed bid would include smaller concrete projects including the following:

- General Sibley Park & Campground – single point trash collection
- Haaland Field in Cottonwood Park – concrete added at the dugouts and concourse area.
- Sleepy Hollow Park Shelter – replace concrete
- Wildwoods Horseshoe Complex in Sertoma Park – adding concrete for accessibility and bleachers

All projects have been approved as part of the 2025 budget. Thank you for your consideration.

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