

December 13, 2024

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

FROM: Kevin Klipfel, Executive Director

SUBJECT: December 19, 2024 Park Board Meeting Packet and Overview

Commissioners:

Enclosed you will find the packet of information and overview for the Park Board meeting on December 19, 2024 at 5:15 pm at the Tom Baker Meeting Room.

Item 1. Call Meeting to Order and Roll Call

Item 2. Pledge of Allegiance

Item 3. Approve Agenda

Item 4. Featured Partners and Programs – Farwest Rotary Club
Representatives from the Farwest Rotary Club will appear before the Board.

Item 5. City of Bismarck Flood Control Project Information Meeting Summary
Executive Director Klipfel will provide a summary of the meeting that was held December 11, 2024. No Board action is required at this time.

Item 6. 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 November 21, Board Meeting Minutes – The minutes are included for your review.
- Consideration of Year End Transfers - Finance Director Kathy Feist has provided a memo with the information for your consideration.
- Consideration of 2025 Matching Grant Application – Please refer to the memo provided by Facilities and Programs Director Mike Wald.
- Request Authorization to Call for Bids – A variety of memos are provided regarding the following requests to call for 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 – Please see the memos provided by staff.
 - 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

Item 7. Executive Director Annual Review
President Zimmerman will provide comments regarding the review process.

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: January 16, 2025 at 5:15 pm in the Tom Baker Meeting Room

DRAFT

MINUTES OF THE BOARD OF PARK COMMISSIONERS
November 21, 2024

The Board of Park Commissioners held their regular meeting on November 21, 2024 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, Redmann and Jeske were present. 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, Jeske and President Zimmerman. The nays being none, the motion carried.

Jade DeSmidt, President of the Bismarck Gymnastics Academy, appeared before the Board as the featured partner and program.

Commissioner Jeske moved to accept the apparent low bid of \$67,300 submitted by Edling Electric for the Eagles Park electrical project. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Redmann, Jeske and President Zimmerman. The nays being none, the motion carried.

Commissioner Redmann moved to accept the bid submitted by Lady J's Catering for operation of a food and beverage service at the Municipal County Club along with the proposed agreement. Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Redmann, Jeske and President Zimmerman. The nays being none, the motion carried.

City Engineer Gabe Schell presented options being considered by the city for a flood control project that could impact Clem Kelley athletic complex.

Commissioner Herzog moved to approve the following consent agreement minus one item which was removed for separate action:

- Consideration of October 17, 2024 Board meeting minutes.
- Consideration of professional consultant list for 2025 and 2026.
- Request Board authorization to call for 2025 fertilizer bids.
- Appointment of Elyse Puklich to the BSC Aquatic and Wellness Center Advisory Committee.
- Consideration of change orders for trail cultural resource studies for the Tyler Parkway shared use path and the south Washington trail extension.
- Consideration of Accounting Policy and Procedure Handbook proposed changes.

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

The 2025 Matching Grant application was removed from the consent agenda for additional discussion. After additional discussion, no Board action was taken.

Commissioner Gilbertson moved to approve bills for payment with checks 408166 to 408172 and 217291 to 217604 along with bank drafts DFT001475 to DFT001490, EFTs 3105 to 3153 and direct deposits 80180 to 81112. Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Redmann, Jeske, and President Zimmerman. The nays being none, the motion carried.

The next regular Board meeting will be held December 19, 2024 at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 6:18 pm.

Let's Play!

Memo

To: Park Board Commissioners and Kevin Klipfel, Executive Director
From: Kathy Feist, Finance Director *KF*
Date: December 12, 2024
Re: Year End Transfers

The following year end transfer from the General Fund to the Park Improvement Fund is being presented for Board approval:

- \$ 18,000.00 Tractor Snow Blower – Park Operations

The above item was approved in the 2024 budget. However, delivery is not expected until 2025. These transfers make the 2024 funding available in 2025.

Requested Board action is to approve the transfer outlined above. Upon approval of this request, the transfer would occur before year end and be reflected in the December 31, 2024 financial statements. Projected General Fund balance at year end with this transfer is expected to stay within the target range of the Park District's Reserve Fund Policy.

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: December 11, 2024

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

FROM: Mike Wald, Facilities and Programs Director 

RE: 2025 Matching Grant Agreement

After the discussion on the 2025 Matching Grant Application at the November Board meeting, staff are proposing the following update:

- Updated Project Completion statement.
 - Current statement: The approved projects must be completed in the year they are awarded, otherwise BPRD funding will be lost.
 - Proposed statement: The approved projects must be completed in the year they are awarded, unless approved by the BPRD Facilities and Programs Director.

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

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.

- FUNDING:** Projects will be funded at no more than 50 percent of the total estimated cost, or up to a maximum of **\$25,000**, 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 **\$25,000**.
- PROJECT SPONSOR CERTIFICATION:** The project sponsor must certify that they have the necessary funds for their share of the total estimated project's cost.
- GREATEST CONSIDERATION:** Projects that will receive the greatest consideration are as follows:
- Projects that fit into the BPRD's strategic plan, mission and vision.
 - Projects that serve a wide variety of people or large number of people, rather than to projects serving a limited group.
 - Projects that can be used throughout the year – more than one season.
 - Projects that have a developmental plan approved or reviewed by BPRD.
 - Projects that are on BPRD property.
 - Playground projects must comply with current playground standards and guidelines. Playgrounds that include a ramp with an accessible route will receive the highest consideration.
- NO CONSIDERATION:** Projects that will **NOT** receive consideration for funding:
- Projects on private property as fixed improvements that aren't open to the public.
 - Personnel, operations, consultants.
 - Projects that have begun before grant approval.
 - Projects that use in-kind expenses as a match for grant application.
 - No clothing or uniforms.
- PROJECT COMPLETION:** 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?

Let's Play!

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

FROM: David Mayer, Operations Director *DM*

DATE: December 11, 2024


RE: Request Board Authorization to Call for Bids

Staff is requesting authorization to call for bids on the following items:

- Portable Toilets – these are used throughout the park district for the convenience of park users.
- Security Services – with the increase of vandalism in the parks, we have a security service lock bathroom buildings at night and along with ensuring buildings are secure after rentals.

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

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

DATE: December 11, 2024

RE: Request for Board Authorization to Call for Bids

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

- Replacement of the pool filter septum for the competition pool at the BSC Aquatic and Wellness Center. The pool filter septum is the porous, fabric-like grid within a pool filter which traps dirt as water passes through, effectively filtering the pool water.
- Retile the men's and women's hot tubs at the Capital Racquet and Fitness Center. The men's and women's hot tubs have not been retiled in many years. Due to the deterioration of the tiles and grout, we have challenges in keeping the water quality balanced.
- Replace the outfield fence of fields two and three at Cottonwood Park.

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

FROM: Mike Wald, Facilities and Programs Director ^(MW)
Dave Mayer, Operations Director ^{DM}

DATE: December 11, 2024

RE: Request for Board Authorization to Select Consultants and Call for Bids

Staff are requesting authorization to select consultants and call for bids for the following projects.

- Replacement of the main videoboard at the BSC Aquatic and Wellness Center.
 - This project would replace the original main videoboard in the pool area. Parts for the current videoboard are going to be discontinued and software for the videoboard will no longer be supported.
- Painting of the interior of the VFW Sports Center Rink 1.
 - This project would include painting walls, doors, frames and windows in the main lobby, restrooms, curling area and curling rink walls as well as the Rink 1 walls, and metal railings, Rink 1 locker rooms, and hallway.
- Replacement of the roof at the World War Memorial Building.
 - The roof of the World War Memorial Building has been repaired several times and is now in need of a full roof replacement.
- Cart path project at Tom' O Leary Golf Course Phase I (Cart paths on holes 10,11,12 ,13,16)
 - This would be the first of a three-phase project that when all phases are complete, the Tom O' Leary Golf Course would have tee to green cart paths throughout the entire course.
- Elks Aquatic Center playground replacement
 - This project would be to replace the playground equipment and poured in place surfacing at this location.