


Let's Play!

June 10, 2022

TO: Commissioners Gilbertson, Jordan, Munson, Zimmerman and President Jeske

FROM: Kevin Klipfel, Executive Director 

SUBJECT: June 16, 2022 Park Board Meeting Packet and Overview

Commissioners:

Enclosed you will find the packet of information for the Park Board meeting on June 16, 2022 at 5:15 pm at the Tom Baker Meeting room.

**Item 1.** Call Meeting to Order and Roll Call

**Item 2.** Approval of Agenda

**Item 3.** Presentation of 2021 Men's Class D Northern National Tournament Award  
Mike Wolf will present this award to the Park Board.

**Item 4.** Featured Partners and Programs – July Celebration  
Recreation Specialist Spencer Aune will appear before the Board as the Featured Partner and Program.

**Item 5.** Consideration of Tyler Coulee Stormwater Improvements  
City Engineer Gabe Schell will provide the Park Board information about a possible Pioneer Park Embankment project.

**Item 6.** Disposition of Bids

- Hay Creek Trail Re-Bid Project – Brad Krogstad with KLJ will review the bids received.
- Elk Ridge Fencing Repair Project – Brad Krogstad from KLJ will also review the information in your Board packet. Staff recommends rejecting the bid and re-bidding the project.

**Item 7.** Consideration of Matching Grant Applications-Round Two  
Commissioner Munson will review the recommendations for round two of the Matching Grant program.

*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

**Item 8.** Consideration of Updates to the Accounting Manual  
Finance Director Kathy Feist will review proposed changes to the Accounting Manual.

**Item 9.** Consideration of Updates of the Human Resource Policy and Procedure Handbook  
Administrative Services Manager Julie Fornshell will review proposed changes to the Human Resource Policy and Procedure Handbook

**Item 10.** Reconsider Award for Roofing Project  
Operations Director David Mayer will review the information in the Board packet.

**Item 11.** 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:

- Review and Approval of May 19, 2022 Board Meeting Minutes – The minutes are included for your consideration.
- Authorization to Submit Transportation Alternative Grant Applications – Operations Director David Mayer has provided a memo for your consideration.
- Consideration of Consultant Selection Agreement for the Hay Creek Retaining Wall Project – Please see the documentation provided in the packet.
- Consideration of Consultant Selection Agreement for Municipal Ballpark Videoboard/Scoreboard Project and Request Authorization to Call for Bids – Please see the memo and information provided by Finance Director Kathy Feist.
- Request Authorization to Call for Bids for Marian Park Project – Operations Director David Mayer has provided information in the packet.

**Item 12.** Approval of Bills

**Item 13.** Adjourn Sine Die  
The final action of the current Board is to, by motion, adjourn Sine Die (or suspend the meeting) to conduct the following business.

**Item 14.**

Seat New Board Members

- Commissioners elect will take their places at the Board table. This swearing in will be conducted by Legal Counsel.
- The next step will be to elect a President of the Board of Park Commissioners. The election will be conducted by Legal Counsel. Upon election of the president, the new president will be seated and conduct the remainder of the agenda.
- Motion by the Board to reconvene as the Bismarck Board of Park Commissioners.

**Item 15.**

Board Reorganization

The remaining actions of the Board are as follows:

- Election of Vice President – Conducted by the President
- Appointment of Board Clerk. This position is currently held by the Executive Director. I am interested in continuing to serve as clerk if the Board concurs. Once the clerk is appointed, Legal Counsel will conduct an oath of office.
- Appointment of Legal Counsel.
  - It is the recommendation to reappoint the Zuger Kirmis and Smith Law Firm as legal counsel for the District.
- Assign Board members to Management Teams: Enclosed in your packet is information regarding the structure of the Park Board and management teams. This will aid in the organization of the Board into the following:
  - Administration – President
  - Operations – Two commissioners
  - Facilities and Programs – Two commissioners
- There are several other committee and liaison representations as well for Board members.
  - Bismarck Recreation Council – Park Board President
  - Community Bowl Authority – Park Board President
  - Forestry Advisory Board – One commissioner from the Operations Management Team
  - Sleepy Hollow Park Liaison Committee – One commissioner from the Operations Management Team
  - BSC Aquatic and Wellness Center Advisory Committee - One commissioner from the Facilities and Programs Management Team
  - Intergovernmental Committee – One commissioner with one alternate named

At the completion of reorganization, the meeting is adjourned.

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 21, 2022 at 5:15 pm in the Tom Baker Meeting Room