


January 9, 2026

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

FROM: Kevin Klipfel, Executive Director 

SUBJECT: January 15, 2026 Park Board Meeting Packet and Overview

Commissioners:

Enclosed you will find the packet of information and overview for the Park Board meeting on January 15, 2026 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
- Bismarck State College Bavendick Center – Dr. Dan Leingang with BSC will appear before the Board.
 - Flurry Fest – Recreation Specialist Spencer Aune will appear before the Board.
- Item 5.** South Bismarck Flood Control Project Update – City Engineer Gabe Schell will provide an update for the Board.
- Item 6.** Disposition of Bids
- Portable Toilet Servicing Bids – Operations Director David Mayer will review the information provided in the Board packet.
 - Reconsideration of 2026 Equipment Bids – Facilities and Programs Director Mike Wald will review the memo in the Board packet.
- 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 December 18 and December 22, 2025 Board Meeting Minutes – The minutes are included for your consideration.
 - Designation of Bank Depositories – Please see the memo provided by Finance Director Kathy Feist.

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- Select Consultant for Century Avenue to Sunrise Park Trail – Operations Director David Mayer has provided a memo for your consideration.
- Request Board Authorization to Call for Bids for VFW Sports Center/Tom O’Leary Golf Course Concessions – Please see the memo provided by Facilities and Programs Director Mike Wald.
- Consideration of Consultant Agreements for 2026 Projects and Approval to Call for Bids on the Projects
 - Municipal Country Club Restroom - Endeavor North Design PLLC
 - McDowell Dam Shower Building – Bartlett and West
 - Paul H. Wachter Aquatic Complex Pool Mechanical Updates - Prairie Engineering, P.C.

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 19, 2026 at 5:15 pm in the Tom Baker Meeting Room

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

From: David Mayer, Operations Director DM

Date: January 6, 2026


Subject: 2026 Portable Toilet Bids

Commissioners and Executive Director Klipfel:

Upon review of the bids received on December 18, only one vender submitted a bid. Staff recommend accepting the bid as submitted by Spiffy Biffs. These prices will be effective starting the first billing period February 2026 through December 2027.

| Spiffy Biffs | Unit Type | Rental | Service Rate | Est. Basic Cost | Additional Service | Anti-freeze | Damage Waiver | Fuel Charge |
|--------------|------------|----------|--------------|-----------------|----------------------------|-------------|---------------|-------------|
| | Regular | included | 64.00 | 64.00 | 16.00 | \$7.50 | Included | n/a |
| | ADA | included | 94.00 | 64.00 | 23.50 | \$7.50 | included | n/a |
| | Temp Units | | | \$16.00 | Delivery & pickup included | | | |

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

FROM: Mike Wald, Facilities and Programs Director 

DATE: January 7, 2026

RE: 2026 Equipment Bid

Commissioners:

After the December 2025 board meeting it was brought to our attention that Item C, one fairway mower (\$96,000), and Item F, one bunker rake (\$29,150) that were awarded to Van Wall did not meet specifications.

- The fairway mower did not meet the specifications for the 7" diameter forward swept reels.
- The bunker rake did not meet the specifications for hydraulic power steering

Staff recommend the following Board actions:

- Reject the Van Wall Equipment bids listed above which totaled \$125,150.
- Accept the bid from MTI for one fairway mower in the amount of \$103,729.86.
- Accept the bid from Turfwerks for one bunker rake in the amount of \$30,350.00.

The items from MTI and Turfwerks were the lowest bids that met all specifications. The total for these two new items is \$134,079.86, and this is still within the amount budgeted for 2026.

Please let me know if you have any questions.

DRAFT
MINUTES OF THE BOARD OF PARK COMMISSIONERS
December 18, 2025

The Board of Park Commissioners held their regular meeting on December 18, 2025 in the Tom Baker meeting room of the City/County Building. President Zimmerman called the meeting to order at 5:15 pm. The pledge of allegiance was said. Commissioners Gilbertson, Herzog, Jeske and Redmann were present.

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

Brad Veith with Nishu Bowmen appeared before the Board as the Featured Partner and Program.

Brett Donat with EAPC reviewed the bids received for the Administrative Office Lobby Renovation Project. Commissioner Redmann approved the bid of \$45,050 submitted by Dakota West Contracting. Commissioner Jeske seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

Facilities and Programs Director Mike Wald reviewed the bids received for 2026 equipment purchases. Included with the bid recommendation was to purchase an additional zero turn radius mower as there is a need for an additional mower, and the bid price is within the 2026 budget. Commissioner Gilbertson moved to accept the following bids:

- One large area mower, two, three-wheel fairway mowers, one fairway mower, two zero turn radius mowers and one bunker rake to Van Wall Equipment for \$411,027.
- One-100 hp utility tractor with cab to Acme Tools in the amount of \$95,557.97
- One compact track loader to Bobcat of Mandan in the amount of \$82,772.16
- One-72" rotary front deck mower, one reel grinder and one bed knife grinder to MTI for a total cost of \$124,946.42

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

Operations Director David Mayer reviewed the bids for 2026 fertilizer. The apparent low bids are as follows:

- 880 bags of 25-0-8 w/.72% Trimec to The Tessman Company for \$18,339.20
- 240 bags of 25-5-12 w/micronutrients and 480 bags of 25-2-12 to Reinders, Inc. for \$20,280
- 225 bags of 25-0-5 2/50%FE xcu+1%FE to Van Diest Supply Company for \$4,162.50

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

Commissioner Redmann moved to approve the following transfers as requested by Finance Director Kathy Feist:

Transfer from the general fund to the park improvement fund:

- \$48,000.00 3/4 ton 4x4 Pickup Truck – Park Operations
- \$142,400.00 RV Electrical Upgrades Phase II – General Sibley Park

These items were approved in the 2025 budget, but delivery or completion is not expected until 2026. These transfers make the 2025 funding available in 2026.

In addition, transfer \$1,300,000 to replace the wave pool mechanical mechanism at the Paul H. Wachter Aquatic Complex. This item was approved in the 2026 budget to be funded by general fund reserves.

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

President Zimmerman reviewed the following consent agenda:

- Consideration of November 20, 2025 Board meeting minutes.
- Consideration of Memorandum Acknowledging Termination of the Agreement for the Joint Exercise of Government Powers regarding the joint riverfront mill levy agreement that Burleigh County terminated earlier this fall.
- Request Board authorization to call for bids on the following 2026 projects:
 - Install new vault toilet at Walt Neuens's Memorial Horse Arena and a storage shed at Sertoma sand volleyball. These two items would be bid as one project.
 - Tom O'Leary tennis court resurfacing
 - Tom O'Leary half court surfacing replacement
- Request Board approval to donate Park Board minute books to the State Historical Society.
- Consider request from Burleigh County regarding Missouri Valley Complex garden plots.
- Consideration of consultant agreements for 2026 projects and approval to call for bids on the projects
 - Park Shop Concrete – AE2S
 - Municipal Ballpark Safety Netting - EAPC
 - BSC Aquatic and Wellness Center Timing System – Apex Engineering Group
 - Schaumburg Arena Refrigeration System Replacement – Ubl Design Group
 - Schaumburg Arena Bleachers – Ubl Design Group
 - VFW Sports Center Boilers – Prairie Engineering
 - Tom O'Leary Golf Course Cart Paths, Phase II - Apex Engineering Group

- Consideration of consultant agreement with KLJ and approval to call for bids for various parking lot projects, pending approval of the Bank of ND loan

Commissioner Redmann moved to approve the consent agenda as presented except for the Missouri Valley Complex garden plot item which the Board wished to discuss further.

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

After discussion, Commissioner Jeske moved to approve the request from Burleigh County regarding Missouri Valley Complex garden plots. Commissioner Redmann seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

President Zimmerman reviewed comments from Executive Director Klipfel's annual review.

President Zimmerman read a letter to the Park Board from Executive Director Klipfel regarding his upcoming retirement on June 1, 2026. The board then scheduled a special Park Board meeting on December 22, 2025 at 5:15 pm at the Park District office to discuss filling the executive director's position.

Commissioner Jeske moved to approve bills for payment with checks 408358 to 408373 and 220322 to 220507 along with bank drafts DFT001648 to DFT001660, EFTs 3662 to 3701, and direct deposits 93917 to 94803. Commissioner Redmann seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

The next regular meeting will be held January 15, 2026 at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 6:14 pm.

DRAFT
MINUTES OF THE BOARD OF PARK COMMISSIONERS
December 22, 2025

The Board of Park Commissioners held a special meeting on December 22, 2025 in the Park District Administrative Office. President Zimmerman called the meeting to order at 5:21 pm. Commissioners Gilbertson, Herzog, Jeske and Redmann were present.

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

The process to fill the executive director's position was discussed. This included information provided by Legal Counsel John Ward regarding the legal aspects of the process. Commissioner Redmann moved to utilize the Park District's staff and legal counsel to assist in filling the position. Commissioner Herzog seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

Commissioner Gilbertson moved to adopt the following proposed timeline that was presented to fill the position.

| Date | Task |
|-------------------|--|
| December 22, 2025 | Special Board meeting to choose method to fill the position (with or without an executive placement services) to assist with process. If the decision is to NOT use executive placement services, then the following steps will be taken: Update job analysis, job description and the job announcement. Determine hiring compensation range as part of the job announcement. Required documents needed for a complete application include cover letter, resume and BPRD application. |
| January 2, 2026 | The Board approves the hiring plan. |
| February 2 | Advertising for the position begins. |
| February 3-6 | Deadline for applications. Initial screening of applications completed. Use legal counsel to conduct this step. |
| February 9-12 | Board members are provided the applications of candidates who met the minimum qualifications. Board members individually review candidates using a screening form. |

| | |
|----------------|---|
| February 19 | Enter into executive session at the end of the Board meeting to select candidates for interviews. |
| February 20-24 | President Zimmerman contacts finalists to schedule interviews. |
| March 5-6 | Interview candidates and Conduct General Management In-Basket exercise. |
| March 13 | Aim to have GMIB scores, credit check results |
| March 19 | Enter into executive session at the end of the Board meeting to discuss results of interviews, GMIB, and credit checks. Select candidates to conduct reference checks on. |
| March 20-23 | Conduct reference checks. |
| March 25 | Special Board meeting to make a hiring decision and determine compensation |
| March 26 | Board president extends offer to candidate, contingent upon background check and negotiates compensation. |
| March 30 | Hiring complete with acceptance by candidate, successful compensation and background check. Starting date is determined. |

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

Commissioner Herzog moved to advertise the hiring range as \$132,285 - \$198,427 annually. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Gilbertson, Herzog, Jeske, Redmann, and President Zimmerman. The nays being none, the motion carried.

The next regular Park Board meeting is scheduled for January 15, 2026 at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 6:39 pm.

Memo

To: Park Board Commissioners and Kevin Klipfel, Executive Director

From: Kathy Feist, Finance Director *Ky*

Date: January 6, 2026

Re: Designation of Depositories

NDCC section 21-04-13 requires the governing board to designate depositories of public funds in January of each even-numbered year. The park district received written notice and financial information required to be approved as a depository from the financial institutions listed below. Other financial institutions may be considered for approval at a future board meeting after providing the required information.

Requested board action is to approve the following financial institutions as depositories for Bismarck Parks and Recreation District funds:

- BNC National Bank
- Bravera Bank
- Choice Bank
- Cornerstone Bank
- First International Bank and Trust
- Gate City Bank
- Starion Bank
- US Bank
- Wells Fargo Bank

Let's Play!

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

From: David Mayer, Operations Director *DM*

Date: January 6, 2026

Subject: Request to Select a Consultant – Sunrise Trail Connection Project

Commissioners and Executive Director Klipfel:

Please consider this request to select a consultant for the Sunrise Trail Connection Project. This project will connect the south end of the Sunrise trail with the newly constructed East Century Avenue extension. The project will be paid in part by a grant from the NDDOT through the TA Grant Program.


Thank you for your consideration.

A nationally accredited park and recreation agency.

Let's Play!

DATE: January 9, 2026

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

FROM: Mike Wald, Facilities and Programs Director 

RE: Concession Operations Bid Request

Staff requests authorization to call for bids for the following concession operation.

- VFW Sports Center and Tom O' Leary Golf Course concessions which expires September 30, 2026.

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Proposal

Project: BPRD Municipal Country Club – Restroom Renovation

Date: January 5, 2026



Dear Kevin Klipfel and Dave Mayer:

Thank you for reaching out regarding this opportunity. Based on the information provided, the following scope of work has been developed; once accepted and signed, you are authorizing Endeavor North Design PLLC, to begin the work defined.

Project Team

Owner: Bismarck Parks and Recreation District (BPRD)

Architect: Endeavor North Design PLLC

Engineer(s): Mechanical Engineer | Prairie Engineering PC
Electrical Engineer | Apex Engineering Group

Project Scope

Provide professional design services for use in bidding and construction/renovation of the existing restrooms and adjacent spaces, as shown in the attached preliminary design concept.

Project Budget

Estimated Cost = \$233,640

Construction Document, Bid, and Construction Phase Scope

- Develop construction documents required for permitting, bidding, and construction.
 - The floor plan and design shall be based on the approved option, reference attached.
 - Specifications will be provided on drawings as feasible, accompanied by a short form Project Manual.
- Anticipated Meetings: Additional meetings to be provided on an hourly basis.
 - (2) Design Meetings
 - (2) Bid Meetings
 - (4) Construction Site Visits

Preliminary Schedule

- Construction Document Phase | 4 to 6 Weeks
- Bid Phase | 4 Weeks
- Construction Phase | 12 to 16 Weeks*

* To be confirmed by Contractor and coordinated with BPRD and Lady J's Catering.

Owner Responsibilities (as applicable):

- Existing Drawings, Owner to provide to Architect
- Hazardous Materials Survey/Abatement, if required.

Compensation

- **Construction Document, Bid, and Construction Phase Services:**
Compensation shall be fixed at Thirty-One Thousand Nine Hundred Dollars and Zero Cents (\$31,900.00).