

MINUTES OF THE BOARD OF PARK COMMISSIONERS  
February 19, 2026

The Board of Park Commissioners held their regular meeting on February 19, 2026 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 with the addition of an item relating to the 2026 fertilizer bids. 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.

Sergeant Elliot Carvell with the Burleigh County Sheriff's Department presented Park District employees David Robinson and Seth Johnson with the Golden Citizen Award for their assistance in rescuing a man in distress at McDowell Dam in February 2025.

The featured partners and programs were Kristin Wilhelm, president of the Bismarck Figure Skating Club and Mikayla Jablonski Jahner, executive director of the Bismarck Hockey Boosters.

Operations Director David Mayer reviewed four bids with the board. Commissioner Herzog moved to accept the apparent low bid of \$55,487.50 received from Brandoz Concrete, Inc. for the Tom O'Leary tennis half court replacement project. 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.

Commissioner Jeske moved to accept the apparent low bid of \$61,787 from JB Surfaces, Inc. for the Tom O'Leary tennis court resurfacing project. 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.

Commissioner Gilbertson moved to accept the bid from Boom Concrete, Inc. for the installation of a vault toilet at the Walt Neuen's Horse Arena and a storage shed at the Sertoma sand volleyball courts, both items with the add-on options for a total bid price of \$55,645.25. 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.

The Board approved fertilizer bids in December 2025. Two items were awarded to Reinders, Inc. who stated they made a mistake in their pricing, so they are not able to provide the items awarded. Commissioner Herzog moved to rescind the fertilizer award to Reinders, Inc. and award 240 bags of 25-5-12 w/micronutrients to The Tessman Company in the amount of \$5,911.20 and 480 bags of 24-0-12 to The Tessman Company in the amount of \$19,574.40. 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.

Commissioner Jeske reviewed the round one matching grant applications. Commissioner Herzog moved to approve the following recommendations:

Applicant	Project Title	Proposed Funding Recommended
BPS – Will Moore Elementary School	Will-Moore Elementary Playground	\$25,000.00
BPS – Solheim Elementary School	Solheim Elementary Playground	\$8,000.00
Bismarck Rotary Club	Bismarck Rotary Arboretum	\$2,500.00
Bismarck Mandan Lacrosse Association	Collapsible Goals	\$875.00
Nishu Bowmen Archery Complex	Range Maintenance	\$5,040.00
Theo Arts School	New Table & Shelves	\$3,500.00
Aquastorm Swim Club	Turn Master Pro Swim Wall	\$2,247.66
Bismarck Horse Club	BHC Horse Barn Door Improvement and Wash rack	\$4,412.00
Satchel Paige Statue - BRC	Satchel Paige Statue Project	\$25,000.00
TOTAL		\$76,574.66

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.

Executive Director Klipfel provided information on a request for him to appear before the Garrison Diversion Conservancy District (GDCCD) hearing Tuesday, March 24, 2026 to consider the request of Burleigh County to withdraw from the GDCCD. He would provide information on the grants the Park District has received from the GDCCD. Commissioner Jeske moved approval for Executive Director Klipfel to appear at the meeting as requested. 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.

Commissioner Gilbertson moved to approve the following consent agenda:

- Consideration of January 15, 2026 Board meeting minutes.
- Request to dispose of obsolete records :
  - BLAST, Activity Center and Safety village documents 2011-2012, 2022 adult volleyball rosters, and 2012-2022 adult softball rosters

OBSOLETE RECORDS  
2/19/2026

Box Id	Area	Year	Contents	Ret Pd	Date In	Date Out
304	Administration	2000 - 2001	Recreation Registration Forms 8/1/00 - 5/14/01	24 Years	12/31/2001	1/1/2026
305	Administration	2000	Recreation Registration Forms 00 - 01 Winter	24 Years	12/31/2001	1/1/2026
306	Administration	2001	Recreation Registration Forms Spring 2001	24 Years	12/31/2001	1/1/2026
307	Administration	2001	Recreation Registration Forms Spring/Summer 2001	24 Years	12/31/2001	1/1/2026
308	Administration	2001	Recreation Registration Forms Fall 2001	24 Years	12/31/2001	1/1/2026
1117	Accounts Payable	Multiple	Used PO Books 1001-1025 less 1002,1007,1008,1009,1025	7 Years	2/15/2019	2/15/2026
1118	Accounts Payable	Multiple	Used PO Books 1026-1050 less 1030,1033,1037,1045,1047	7 Years	2/15/2019	2/15/2026
1119	Accounts Payable	Multiple	Used PO Books 1051-1075 less 1047,1066	7 Years	2/15/2019	2/15/2026
1120	Accounts Payable	Multiple	Used PO Books 1076-1100 less 1079,1087	7 Years	2/15/2019	2/15/2026
1121	Accounts Payable	Multiple	Used PO Books 1101-1125 less 1110,1122	7 Years	2/15/2019	2/15/2026
1122	Accounts Payable	Multiple	Used PO Books 1126-1150 less 1133,1149	7 Years	2/15/2019	2/15/2026
1123	Accounts Payable	Multiple	Used PO Books 1151-1175 less 1155,1156,1158,1174	7 Years	2/15/2019	2/15/2026
1124	Accounts Payable	Multiple	Used PO Books 307,505,704,728,758,763,776,798,825,834,844,875,888,89 8,916,938,974,983,1002	7 Years	2/15/2019	2/15/2026
1156	Administration	2018 & Prior	Old W-9's	7 Years	2/15/2019	2/15/2026
1157	Administration	Multiple	2011-14 Risk Management Information, 2015 Training sign-in sheets, 2016 Invoices, 2014 & 2016 Donations to BPRD, 2012-2014 Training and Safety Concerns	7 Years	2/15/2019	2/15/2026
1244	Accounts Receivable	2020	Cash Receipts Golf (July - December)	4 years	3/1/2022	2/15/2026
1245	Accounts Receivable	2020	Cash Receipts Golf (January - June)	4 years	3/1/2022	2/15/2026
1246	Accounts Receivable	2019-2020	Admin Credit Card Receipts, Deposit Slips	4 years	3/1/2022	2/15/2026
1247	Accounts Receivable	2020	Credit Card Receipts Facilities (Jan - Dec)	4 years	3/1/2022	2/15/2026
1248	Accounts Receivable	2020	Cash Receipts AWC, CRFC (Jan - Dec)	4 years	3/1/2022	2/15/2026
1249	Accounts Receivable	2020	Cash Receipts Sibley, CIC, McDowell Dam	4 years	3/1/2022	2/15/2026
1250	Accounts Receivable	2020	Cash Receipts Admin/Concessions(Aug - Oct),Admin (Nov - Dec) Pool Receipts (June, July, Aug)	4 years	3/1/2022	2/15/2026
1251	Accounts Receivable	2020	Cash Receipts Admin (Jan - March), Admin/Concessions (April - July)	4 years	3/1/2022	2/15/2026
1252	Accounts Receivable	2020	McDowell Dam Daily Rentals	4 years	3/1/2022	2/15/2026
1255	Accounts Receivable	2018-2020	2018 Golf Season Pass Forms (front desk),2019 Golf Season Pass Forms, 2019 Swim Coupon Book Forms, 2020 Golf Season Pass Forms, 2020 Bucket of Balls, 2020 Batting Cage, 2020 Green Fee Passes (Mandan)	4 years	3/1/2022	2/15/2026
1256	Accounts Payable	2019	Vendor Files A-B	4 years	3/1/2022	2/15/2026
1257	Accounts Payable	2019	Vendor Files C-D (D1 of 2 - Da)	4 years	3/1/2022	2/15/2026
1258	Accounts Payable	2019	Vendor Files D-G (D2 of 2)	4 years	3/1/2022	2/15/2026
1259	Accounts Payable	2019	Vendor Files H-M (M1 of 2 - Mo)	4 years	3/1/2022	2/15/2026
1260	Accounts Payable	2019	Vendor Files M-O (M2 of 2)	4 years	3/1/2022	2/15/2026
1261	Accounts Payable	2019	Vendor Files P-S	4 years	3/1/2022	2/15/2026
1262	Accounts Payable	2019	Vendor Files T-U	4 years	3/1/2022	2/15/2026
1263	Accounts Payable	2019	Vendor Files V-Z	4 years	3/1/2022	2/15/2026
1264	Accounts Payable	2019	Vendor Files One Card (July - Dec)	4 years	3/1/2022	2/15/2026
1265	Accounts Payable	2019	Vendor Files One Card (Jan - June)	4 years	3/1/2022	2/15/2026
1266	Accounts Payable	2019	Vendor Files Refunds	4 years	3/1/2022	2/15/2026
1209	Payroll	2018-2019	Timesheets 11/24/18 - 2/1/19	5 years	4/1/2021	2/15/2026
1210	Payroll	2019	Timesheets 2/2/19 - 4/12/19	5 years	4/1/2021	2/15/2026
1211	Payroll	2019	Timesheets 4/13/19 - 6/7/19	5 years	4/1/2021	2/15/2026
1212	Payroll	2019	Timesheets 6/8/19 - 7/19/19	5 years	4/1/2021	2/15/2026
1213	Payroll	2019	Timesheets 7/20/19 - 9/13/19	5 years	4/1/2021	2/15/2026
1214	Payroll	2019	Timesheets 9/14/19 - 11/22/19	5 years	4/1/2021	2/15/2026
	Payroll	2020	W-2's Employer Copies	5 Years	1/31/2021	1/31/2026
	Accounts Payable	2024	Voided PO's	CY + 1 yr	1/31/2025	1/31/2026
	Administration	2024	Application Information Tracking Forms	CY + 1 yr	1/31/2025	1/31/2026
	Administration	2020-2022	Job Applications for PT non-hired individuals 2020-2022, Job Applications for FT positions 2021-2022	3 years	1/31/2021	1/31/2026

- Correction of portable toilet servicing bid – The service rate for ADA Spiffy Biffs was incorrectly listed at \$64 per unit when the bid was approved, but it should have been listed at \$94.
- Consideration of consultant agreements and request approval to call for bids:
  - Custer Park performance stage replacement project – AGL Landscape Architects
  - Century Avenue to Sunrise Park trail – KLJ
- Request Board authorization to apply for grants:
  - Community Development Block Grant
  - Destination Development Grant

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.

Commissioner Gilbertson moved to approve bills for payment with checks 408381 to 408404, and 220682 to 220856 along with bank drafts DFT001669 to DFT001695, EFTs 3740 to 3783 and direct deposits 95660 to 97059. 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 Jeske moved to have the board go into executive session for the purposes of discussing the Executive Director applications that are considered confidential at this time. The Park Board has the authority to go into executive session for this purpose pursuant to NDCC 44-04-18.27. Commissioner Gilbertson seconded the motion, and the voting went as follows: Ayes: Commissioners Herzog, Gilbertson, Jeske, Redmann and President Zimmerman. The nays being none, the motion carried.

The board went into executive session at 6:26 pm. Present at the executive session were Commissioners Gilbertson, Herzog, Jeske, Redmann, President Zimmerman, Legal Counsel John Ward, Executive Director Kevin Klipfel, and Administrative Services Manager Julie Fornshell. The Park District has the authority to go into executive session for the purposes of discussing the Executive Director applications that are considered confidential at this time. The Park Board has the authority to go into executive session for this purpose pursuant to NDCC 44-04-18.27.

Commissioner Herzog moved to adjourn the executive session at 7:16 pm. The regular Park Board meeting was reconvened at 7:16 pm and the doors to the meeting were opened to the public.

Commissioner Herzog moved to continue advertising the position with a deadline of 5:00 pm on March 13, 2026 and make the following changes to the requirements of the position:

- Add a related bachelor's degree to the minimum requirements with a master's degree preferred
- A minimum of seven years of full-time progressively responsible administrative and executive level management leadership experience.

- Applicant must possess a current professional certification (CPRP or CPRE) through the National Recreation and Park Association, or the successful applicant must become certified within six months of hire date.

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

There will be a strategic planning session on February 23, 2026 at 4:00 pm at the Hillside Aquatic Complex Community Room. The next regular Board meeting will be held on March 19, 2026 at 5:15 pm in the Tom Baker Meeting Room. The meeting was adjourned at 7:32 pm.