



Bismarck Parks and Recreation District Administration Division

DATE: August 10, 2026

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

FROM: Dave Leker, Executive Director

SUBJECT: Draft Public Meeting Agenda Item Request Policy

Please see the draft Public Meeting Agenda Item Request Policy included in the Park Board packet. Staff recommend separating the agenda item request from the public comment policy.

Sample motion: I move to adopt the Public Meeting Agenda Item Request Policy as presented.



DRAFT Public Meeting Agenda Item Request Policy

Bismarck Parks and Recreation District welcomes public participation at its Board of Park Commissioners meetings. Board meetings are held to conduct park district business. The meetings are held in public, but they are not open public discussions.

Request to Add an Item to a Meeting Agenda

Individuals or organizations who want to add an item to a regular meeting agenda and speak about that item must submit the request by 12:00pm one week before the regular monthly meeting of the Park Board:

- in writing to the BPRD office, 400 E. Front Ave. or
- by email to bisparks@bisparks.org.

The request must:

- explain the topic and include any background information and
- include the requestor's name and address (the address will be kept by the park district but is not a public record).

The Board President, in consultation with the Executive Director, will decide whether the request will be placed on the agenda. Some questions or concerns may first be referred to staff for review. The Board will not hear personal complaints against any park district employee. The individual or organization will be notified whether the item will be placed on the agenda or what action has been taken on the request.

Adopted DATE, 2026.