

Park District Management Teams

Updated June 2022

Management Team Objectives

The purpose of Management Teams is to provide Commissioners and Park District staff a method to communicate, review, and evaluate plans, projects, facilities, and programming relating to budgets, personnel, technology, and capital improvements.

- Management teams will meet a minimum of three times per year.
- Meeting agendas and minutes will be provided to all Commissioners and appropriate Park District staff.
- The management teams also serve as a means to assign topics, issues and opportunities that come before the District for discussion, research, and recommendations.

Common Management Responsibilities to All Teams

- Budget and finance
- Risk management
- Human resources
- Planning
- Program development and management
- Community relations
- Marketing
- Technology
- Association and user group relationships
- Facility management
- Contract and agreement development and management
- Project development – capital improvements
- Annual reports
- Leases and easements

Proposed Management Teams

- Administration
- Operations
- Facilities and Programs

Administration Management Team

Board assignment: Board of Park Commissioners President

Management Team: Executive Director Klipfel, Kathy Feist, Dana Schaar Jahner, Julie Fornshell, David Mayer, and Mike Wald

Others may be invited as needed.

Management Team Responsibilities:

Finance and budget	Planning
Human resources	Legal
Community relations	Audit
Marketing	Intergovernmental relations
Legislation	
Park District manuals (Human Resources, Accounting, Risk Management, Comprehensive Plan, Administration Manual)	

Facility Management, Development and Maintenance – Administrative Office

Board President Responsibilities: Bismarck Recreation Council, Bismarck Community Bowl Authority

Staff Liaisons: City of Bismarck Pension Committee and Health Insurance Committee

Operations Management Team

Board assignment: Two Park Board Commissioners

Management Team: Executive Director Klipfel, David Mayer, Tony Schmitt, and Riley Merkel

Others may be invited as needed.

Management Team Responsibilities

Parks	Open space
Greenways	Land dedication and acquisition
Forestry	Natural areas
Interpretative and historical areas	Outdoor complexes and courts
Athletic fields	Parking lots
Trails (paved, off-road)	Walt Neuens Horse Arena
Playgrounds	McDowell Dam
General Sibley Park	Eagles Park
Hoge Island	River front
Archery complex	Outdoor arenas
Boat ramps	Municipal Country Club
Skating rinks	Burleigh County Parks (selected parks)
Disc golf	Missouri Valley Complex
Nishu Bowmen Archery Complex	Community Gardens

Commissioner Appointments: Forestry Advisory Board, Sleepy Hollow Liaison Committee

Staff Liaisons: Burleigh County Water Resource Board and Burleigh County Park Board

Facilities and Programs Management Team

Board assignment: Two Park Board Commissioners

Management Team: Executive Director Klipfel, Mike Wald, Tim Doppler, RaNae Jochim, Dylan Thiem, and Ryan Geerdes

Others may be invited as needed.

Management Team Responsibilities

Youth and adult programming	Open Gym
Special populations programming	July Celebration
Flurry Fest	Cultural events and organization
Halloween Party	Dakota West Arts Council
Wellness programs (group and individual)	Go! Bismarck Mandan
Indoor and outdoor swimming programs	Riverwood Golf Course
World War Memorial Building	Tom O'Leary Golf Course
Fore Seasons Center	Pebble Creek Golf Course
VFW Sports Center	Playground in a Box
Capital Ice Complex	FL High Prairie Arts & Science Complex
Hillside Aquatic Complex	Capital Racquet and Fitness Center
Elks Aquatic Center	BSC Aquatic and Wellness Center
Wachter Aquatic Center	

Commissioner Appointments: BSC Aquatic and Wellness Center Advisory Committee