

Mandan Park District  
Board Meeting Minutes  
August 14, 2017

The Board of Park Commissioners duly met in regular session on Monday, July 10, 2017 at Ed "Bosch" Froehlich Meeting Room, City Hall. Those present were President Arenz, Vice President Knoll, Commissioner Hatzenbuhler, Commissioner Meschke and Commissioner McPherson.

President Arenz called the meeting to order at approximately 5:30 pm, CDT. President Arenz asked for approval of the minutes for the July 10, 2017 regular meeting and July 24, 2017 annual retreat. Motion was made Commissioner Meschke, seconded by Commissioner Hatzenbuhler. Motion passes.

**Public Communication:** Alexius Horner attended the meeting to address the Park Boards long term plan on HA Kautzman Park. President Arenz thanked her for attending and explained that we recently complete a facility tour and all of the Park Commissioners were aware of the need for improvements. However, there are a lot of items on the table for improvements and we need to discuss where HA Kautzman Park fits in the overall plan. Director Higlin stated the next step would be to hire a engineering firm to develop a master plan with cost estimates to fit within our budget. We would need to have public meetings with area residents and potentially host an open house at Roosevelt Elementary School.

JR Camel and Stephanie (last name unknown) appeared before the board about constructing a trail along 19<sup>th</sup> Street SE and potential greenspace needs. Director Higlin summarized the concerns of the trail and stated that we have had a few meetings over the years trying to address the needs with school and city officials. The concerns relate to the City of Mandan not installing a curb, gutter, storm sewer, street lights, elevation issues of the road, bridge is too narrow to cross, and Park District doesn't want the trail in the rural ditch where snow gets plowed on top of it. President Arenz stated that we should contact the City and restart the conversations with them on how we can provide safe routs to school and connectivity to our existing trail system.

**Unfinished Business:**

- Recommendation for Civil Engineering services for Memorial Ballpark renovation. Director Higlin stated that two proposals for Civil Engineering services were received. One from KLJ in the amount of \$65,000 and one from Sambatek in the amount of \$68,000. The recommendation is to award the engineering services to KLJ. Rendering process would start after July 12<sup>th</sup>; Topographic survey would start then too. Water and Sanitary Sewer Design is not included in the fee. Motion was made by Commissioner McPherson, seconded by Vice President Knoll. Motion passes.
- All Seasons Arena Renovation Bid Summary. Director Higlin stated three general contractor bids were received, four mechanical, and eight electrical bids. This project will start after the 15<sup>th</sup> of October. The low bids are Northwest Contracting at \$936,165, Central Mechanical at \$173,700, and Denny's Electric in the amount of \$89,300. In addition to the total bids there is an additional 5.5% fee for ICON architectural services which is another \$66,000 which would be offset by funds from the booster clubs. Within the actual construction bid, there is a \$60,000 contingency with an allowance. Motion was made by Commissioner Meschke, seconded by Commissioner Hatzenbuhler. Motion passes.
- Sports Complex Update.

➤ Ice Rinks:

- o Practice Rink
  - 100% completed, cleaning and fine tuning a few items.
- o Competition Rink
  - Painting 90% completed.
  - Mechanical is 80% complete, ice compressors are firing up August 30. Glycol is installed Sept 1. Ice install is scheduled for Sept 11.

- Electrical is 80% completed.
- Pre-cast bleachers are set, caulked, and railing set. Aluminum bleachers are installed the week of August 28.
- o Locker Rooms
  - All of the locker rooms are painted, fixtures are being installed along with partitions. Benches, and shelving we added mid-September.
- Track and FB field:
  - o Athletic Seating is completed.
    - Press box is 75% complete, getting sided, electrical, and finishes next couple of weeks.
  - o Asphalt track has been installed (21 day cure)
    - Beynon Track product is installed. Track Marking come early Sept.
  - o Football turf field is completed.
  - o Scoreboard delivery will be end of June/install shortly afterwards.
    - This has been an ongoing issue with the delivery date.
  - o Field Events are poured and installed.
  - o Irrigation system and seeding needs to be started, holding off with current temperatures and completion of the asphalt base around the track.
- Gymnastics:
  - o Main Floor area is being poured along with runways for their events. o Raised seating area is poured.
  - o Offices and locker areas are being framed currently.
  - o The Kalwall Glass (fancy term for overpriced glass) has arrived and installed.
- Main Concourse:
  - o Walkways have been poured.
  - o Restrooms, concessions, conference room, elevator, and all the electrical/mechanical areas have been started.
  - o Masons have completed the restroom walls, walls between both rinks, and seem to be back on schedule.
  - o Framing of concessions, offices, and conference should be started this week.
- Director Higlin presented an update on the following items:
  - **Starion Sports Complex pricing structure.**
    - o Track/ Turf \$100 an hour or \$500 per day
      - Mandan Touchdown Club free use before home football games.
    - o Ice Rental Rates:
      - \$95 per hour Mandan Hockey Club
      - \$100 per hour for all other groups
    - o Conference Room:
      - \$25 an hour or \$100 per day
    - o Public Skate:
      - \$5 per person
      - \$15 per family
      - \$5 skate rental
  - **Faris Field Renovation:**
    - o Timeline-
      - Nothing can start at this site until June 2018
      - Storm Water- I don't think the City of Mandan knows where they are at with this master plan. I have contacted Mr. Gunsch with Houston Engineering and Jeff Wright who are responsible for completing the master plan. It does not sound like any storm water project will happen in 2018, because the Public Works building will not be rebid until January 2018. This means if bids come

in reasonable, it would not be completed until summer/fall of 2018. In July 2018 we need to address storm water needs for Memorial Ballpark and Faris Field improvements.

- Until we have further information on renovating Faris Field, we can not make a decision until after the first of the year.
  - Realistically, storm water improvements won't take place until 2019. My concern is making sure there is enough capacity in "Little Lake" to hold Park District storm water needs while taking into consideration of Memorial Ballpark turf field improvements which will also drain to that area.
  - Dollar Amount Allocation: There is \$333,000 set aside for ball diamond construction and adding a third diamond would not be an issue. If there are extra funds available, we could add them towards a third diamond. Demolition dollars are separate from field improvement funds. The question we need to determine is whether or not to demo the site or not. It was agreed by commissioners to move forward with demo the site including the grandstands. Director Higlin did state that we have approval for everything except for the grandstand demolition. Director Higlin recommended that we receive a proposal from NWC and bring it back before the board for final approval.
  - We have time to gather more information on this matter from the city of Mandan. But we will have to have an answer no later than April 2018.
- ***DSG Health Insurance Update:***
    - Heide and I met with Amanda Lantz who understood and will start soliciting health insurance plans. We asked that she report back to us in November as we need to prepay health insurance for December and inform Sanford Health that we will discontinue her health benefit with them.
    - Once we receive the information, I will present it before the Park Board for final approval.
- ***Southside Tennis Court Renovation:***
    - It was stated at this time pending storm water update and whether or not to proceed with Faris Field Improvements to wait on south side tennis courts. In addition, we agreed that two courts were only needed and that the BMTA would need to fundraise or apply for grants for 30% of the cost to construct the courts. Motion by Vice President Knoll, seconded by Commissioner McPherson, motion passes 5-0.
- ***Park Board Lifetime Benefit:***
    - Discussion was held to change the benefit from one term to two terms; with various concerns over not being re-elected or moving.
    - Every Park District offers free use of facilities and programs to commissioners, spouse, and children while in office.
      - West Fargo: no lifetime pass.
      - Jamestown: free access for every year served in office (2 terms= 8 years of free facilities)
      - Dickinson: must complete 4 terms to get lifetime pass or 16yrs like employees.
      - Minot: they select one facility for a lifetime pass of their choice.
      - Grand Forks:
        - 5 yrs. or less receive 5 yrs. of free facilities;
        - 6 yrs. or more receive life time pass.
      - Bismarck: lifetime pass after (1) term
      - Williston: must complete (1) term to receive lifetime pass.
      - Valley City: must complete (2) terms to receive a lifetime pass.

- President Arenz recommended that we table this item and bring it back for further discussion next week.

- **Lil Haven Park:**

- Direction at the retreat was to contact the adjacent owner and determine if there is an interest in the property. Mr. Van Dyke has submitted his letter of interest and will need legal direction for the next step.
- Attorney Ruff would review NDCC and provide direction for Director Higlin for next months meeting pending title search and any covenant restrictions.

**New Business:**

- 1) Golf Operations Manager Brad Olson update the Park Commissioners on the timeline and pricing of Foot Golf. The first date of Foot Golf is September 1 at the Municipal Golf Course and fees will be \$10 and ball rental is \$2. They will be able to register for tee times just like regular golfers and there will be a 18 hole Foot Golf course within the nine holes.
- 2) Accounting Manager Heide Delorme presented the 2018 preliminary budget:

**MANDAN PARKS AND RECREATION DISTRICT  
2018 BUDGET  
DISTRICT RECAP**

FUND/DEPARTMENT	REVENUES	EXPENDITURES	DIFFERENCE
<b>GENERAL:</b>			
GOVERNING BOARD	\$ -	\$ 7,250	\$ (7,250)
ADMINISTRATION	\$ 2,294,400	\$ 1,120,500	\$ 1,173,900
MARKETING	\$ -	\$ 12,500	\$ (12,500)
BENEFITS	\$ -	\$ 650,100	\$ (650,100)
INSURANCE	\$ -	\$ 88,500	\$ (88,500)
ATTORNEY	\$ -	\$ 11,500	\$ (11,500)
MATCHING GRANT PROGRAM	\$ -	\$ -	\$ -
CONTINGENCIES	\$ -	\$ 5,000	\$ (5,000)
DAKOTA STAR GYMNASTICS	\$ 165,000	\$ 165,000	\$ -
PARK SHOP	\$ 32,000	\$ 640,780	\$ (608,780)
SPORTS COMPLEX	\$ 223,000	\$ 269,000	\$ (46,000)
ALL SEASONS ARENA	\$ -	\$ 33,500	\$ (33,500)
DACOTAH CENTENNIAL PARK	\$ 57,500	\$ -	\$ 57,500
BASEBALL	\$ 400	\$ -	\$ 400
SOFTBALL	\$ 10,000	\$ -	\$ 10,000
PLAYGROUNDS	\$ 25,000	\$ 2,700	\$ 22,300
PARK DEVELOPMENT	\$ 79,500	\$ 65,700	\$ 13,800
ICE SKATING RINK	\$ -	\$ 4,000	\$ (4,000)
SOCCER FEES	\$ 14,080	\$ -	\$ 14,080
PRAIRIE WEST GOLF	\$ 784,500	\$ 745,300	\$ 39,200
MANDAN MUNICIPAL GOLF	\$ 239,800	\$ 235,850	\$ 3,950
WINTER DAZE	\$ 3,200	\$ 2,650	\$ 550
RECREATION DEPT TRAVEL	\$ -	\$ -	\$ -
ADULT BASKETBALL	\$ 15,000	\$ 11,500	\$ 3,500
ADULT VOLLEYBALL	\$ 22,000	\$ 11,000	\$ 11,000
KICKBALL	\$ 7,000	\$ 2,350	\$ 4,650
DODGEBALL	\$ -	\$ -	\$ -

SAND VOLLEYBALL	\$ 6,000	\$ 3,200	\$ 2,800
YOUTH BASKETBALL	\$ 8,500	\$ 5,700	\$ 2,800
YOUTH VOLLEYBALL	\$ 5,000	\$ 3,200	\$ 1,800
TRACK & FIELD	\$ 6,600	\$ 7,700	\$ (1,100)
TENNIS	\$ 4,500	\$ 5,200	\$ (700)
MANDAN ACTIVITIES & CARE	\$ 165,000	\$ 95,800	\$ 69,200
MANDAN ACTIVITIES & CARE-SUMMER	\$ 200,000	\$ 139,700	\$ 60,300
DISCOVERY CAMP	\$ 8,000	\$ 3,900	\$ 4,100
ARTS & CRAFTS	\$ 2,500	\$ 1,200	\$ 1,300
RAGING FITNESS	\$ -	\$ -	\$ -
MANDAN AQUATIC CENTER	\$ 87,250	\$ 115,450	\$ (28,200)
			\$ -
TOTAL GENERAL	<u>\$ 4,465,730</u>	<u>\$ 4,465,730</u>	<u>\$ (0)</u>
PARK'S SHARE OF SPECIAL ASSESSMENTS	\$ 100,000	\$ 100,000	\$ -
MANDAN BASEBALL BOOSTERS	\$ 121,000	\$ 121,000	\$ -
NATIONAL SB TOURNEY			
CAPITAL IMPROVEMENT	\$ 382,275	\$ 382,275	\$ -
RAGING RIVERS	\$ 717,600	\$ 717,600	\$ -
REFUNDING IMPROVEMENT BONDS OF 2009	\$ 176,000	\$ 176,000	\$ -
TOTAL	<u>\$ 5,962,605</u>	<u>\$ 5,962,605</u>	<u>\$ (0)</u>

Motion by Commissioner Meschke and seconded by Commissioner Knoll to approve the 2018 budget, motion passes 5-0.

- 3) Director Higlin presented some concerns with the new concealed gun law that went in to effect August 1, 2017 and how it has impacted our facilities. Attorney Ruff was going to review NDCC and determine if our local policy can supersede the statute.

Authorization of payment of the monthly bills. Motion was made by Vice President Knoll, seconded by Commissioner McPherson. Motion passes.

Motion to adjourn the meeting was at approximately 7:05pm. Motion made by Vice President Knoll, seconded by Commissioner Meschke. Motion passes.

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Cole Higlin  
Clerk, Mandan Park District

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Jason Arenz  
President, Board of Park Commissioner

August 2017

Name	Check Date	Check Amt	
<b>11000 STARION FINANCIAL</b>			
Paid Chk# 041231	ADVANCED MECHANICAL	8/15/2017	\$200.00 hvac maintenance
Paid Chk# 041232	ASSOCIATED POOL BUILDERS	8/15/2017	\$821.84 PATCH HOLE
Paid Chk# 041233	BERNATELLOS PIZZA	8/15/2017	\$31,435.50 pizza for fundraiser
Paid Chk# 041234	BROWN AND SAENGER	8/15/2017	\$92.47 OFFICE SUPPLIES
Paid Chk# 041235	BRYAN ROCK PRODUCTS INC	8/15/2017	\$6,154.89 red ball diam
Paid Chk# 041236	C & H GLASS COMPANY	8/15/2017	\$151.50 HANDICAP DOOR HINGE FIX
Paid Chk# 041237	CENTURY LINK	8/15/2017	\$121.13 PHONE BILL
Paid Chk# 041238	CITY OF MANDAN	8/15/2017	\$630.00 FIREFIGHTER/E,T FOR SLIDE THE
Paid Chk# 041239	CORPORATE CLEAN, LLC	8/15/2017	\$300.00 CLEANING SERVICES
Paid Chk# 041240	DAKOTA PLAYGROUND	8/15/2017	\$5,750.00 COMPETITION RINK SCOREBOARD
Paid Chk# 041241	DEAN FOODS NORTH CENTRAL	8/15/2017	\$1,023.64 SMAC FOOD PURCHASE
Paid Chk# 041242	NAOMI ERDAHL	8/15/2017	\$132.99 WALKIE TALKIES RR
Paid Chk# 041243	FARGO GLASS AND PAINT	8/15/2017	\$1,650.00 FW BROKEN WINDOW
Paid Chk# 041244	FERGUSON WATERWORKS	8/15/2017	\$631.59 PUMP STATION PARTS
Paid Chk# 041245	GREAT PLAINS SECURITY	8/15/2017	\$380.00 SERVICE CALL
Paid Chk# 041246	HAWKINS INC	8/15/2017	\$8,761.75 CHEMICALS RR
Paid Chk# 041247	INDIGO SIGNWORKS INC	8/15/2017	\$4,999.34 INTERIOR DOOR SIGNS
Paid Chk# 041248	JAKES AUTO GLASS	8/15/2017	\$378.44 PW REPAIR
Paid Chk# 041249	JLG ARCHITECTS	8/15/2017	\$19,576.81 SPORTS COMPLEX-CONSTRUCT ADMIN
Paid Chk# 041250	JOHS, CASEY	8/15/2017	\$65.79 MILEAGE
Paid Chk# 041251	KELSCH KELSCH RUFF&KRANDA	8/15/2017	\$550.00 KLJ CONTRACT
Paid Chk# 041252	KIMS APPLIANCE SERVICE INC	8/15/2017	\$90.00 RR FRYER CLEAN
Paid Chk# 041253	MANDAN KIWANIS	8/15/2017	\$0.00 DONATION
Paid Chk# 041254	MANDAN PROGRESS	8/15/2017	\$3,000.00 SUBSIDY
Paid Chk# 041255	MINNESOTA VALLEY TESTING	8/15/2017	\$138.00 RR TESTING
Paid Chk# 041256	MORTON BUILDINGS, INC	8/15/2017	\$12,663.00 DOWN PMT MUNI REMODEL
Paid Chk# 041257	ND BABE RUTH -WAYNE BEYERS	8/15/2017	\$200.00 CAL RIPKEN TEAM
Paid Chk# 041258	NORTH DAKOTA INSURANCE	8/15/2017	\$400.00 2018 REGISTRATION
Paid Chk# 041259	NDACO RESOURCES GROUP	8/15/2017	\$1,882.68 COMPUTER PROTECTION SERVICES
Paid Chk# 041260	NORTHERN TROPHY &	8/15/2017	\$403.56 DRY FIT VB SHIRTS
Paid Chk# 041261	NORTHWEST CONTRACTING	8/15/2017	\$1,096,574.41 SC-CONCRETE, MASONRY, MECH, EL
Paid Chk# 041262	PEPSI BEVERAGES COMPANY	8/15/2017	\$15,095.13 BEVERAGES
Paid Chk# 041263	PLUNKETTS PEST CONTROL	8/15/2017	\$549.85 PEST CONTROL RR
Paid Chk# 041264	PREMIERE ENTERPRISES	8/15/2017	\$708.23 HOMEBUILDERS
Paid Chk# 041265	R & R SPECIALTIES INC	8/15/2017	\$2,092.58 PAINT
Paid Chk# 041266	RANDY HANSEN DESIGN	8/15/2017	\$495.82 BLIND/SUPPLIES-\$325.82 REPAIR-
Paid Chk# 041267	RONS APPLIANCE AND REPAIR	8/15/2017	\$229.44 REPLACED FILL VALVE
Paid Chk# 041268	NICOLE SCHERR	8/15/2017	\$36.72 MILEAGE
Paid Chk# 041269	SPOT A POT INC	8/15/2017	\$452.86 DOG PARK
Paid Chk# 041270	ST. ALEXIUS MEDICAL CENTER	8/15/2017	\$250.00 APR-JUN EAP
Paid Chk# 041271	SURE SHRED	8/15/2017	\$76.50 RECORD SHRED
Paid Chk# 041272	TUBE PRO INC	8/15/2017	\$2,866.00 TUBES RR
Paid Chk# 041273	US FOOD SERVICES INC	8/15/2017	\$29,624.18 FOOD
Paid Chk# 041274	WOODMANSEES OFFICE SUPPLY	8/15/2017	\$61.36 PAPER

**Total Checks \$1,251,698.00**

8/11/17 Payroll \$97,552.25  
 8/25/17 Payroll \$73,682.57

US Bank \$26,103.98