

Mandan Park District  
Board Meeting Minutes  
December 13, 2021

The Board of Park Commissioners duly met in special session on Monday, December 13 2021, at City Hall, 205 2<sup>nd</sup> Ave NW in the Bosch Froelich room.

**Attendees:**

Park Commissioners: President Wade Meschke, Commissioners Jason Arenz, Miles Mehlhoff, Chad Hatzenbuhler and Jen Froelich.

Park District Staff present: Cole Higlin and Teri Welch

Legal Council: Arlen Ruff

President Meschke called the meeting to order at approximately 5:30pm, CDT.

**Public Communication:** No one appeared.

**Minutes:** Motion by Commissioner Froelich and seconded by Commissioner Hatzenbuhler to approve the November 8, 2021 regular meeting minutes. Motion passes 5-0.

**Item #1** Director Higlin introduced Brent Weber as the new Golf Professional for both golf courses. Mr. Weber will be replacing Brad Olson who is retiring Dec. 31, 2021 after 21 years of service to the Park District. Director Higlin stated that Garrett Schultz will be the new Golf Operations Manager and Mr. Weber will report directly to him and Director Higlin will supervise Mr. Schultz starting Dec. 1, 2022.

**Item # 2:** Director Higlin presented approval to bid the new rodeo arena. Keith Swenson from ICON Architecture Firm presented an overview of the design. Attorney Ruff developed an agreement between the Park District and the Mandan Rodeo Days Committee in case there is a shortfall of pledges and/or additional expenses relating to the construction of the rodeo arena. Mr. Swenson stated that the main lower-level grandstands at DCP currently sit on dirt and need piers and concrete underneath them to avoid the wave in the entire section. Currently we do not have enough aisle to meet code to allow patrons to enter/exit the rows properly. In addition, we do not have enough ADA spots and chain link needs to be 54' instead of 42' that currently encloses the bleachers. If steps are higher than 30" we need to enclose the steps for safety. In order to repair these items, concrete work under lower bleachers is \$51,403, retrofit existing bleachers for ADA/Code/Safety reason is \$160,000, plus \$25,368 for contingency and \$10,000 for design fees for a total cost of \$246,771. Director Higlin stated that \$250,000 from the \$1 million contribution from the Mandan Visitors Fund was dedicated for this renovation. Director Higlin stated that the lighting project is a direct expense to the BMSCA and they will determine what type of project will move forward pending costs. The cost estimates of the new arena are \$518,471 for site work, \$1,593,300 for the arena which includes electrical, aluminum bleachers for 4,000 seats, bleachers canopy, and crow's nest structure will be donated by Pahlke Steel. Project contingencies are \$253,413 and design fees are \$90,000. Total cost estimate is \$2,455,184. Director Higlin stated that the Mandan Rodeo Committee stated that they now have contractors who are willing to donate their time and materials to the project to assist with the funding shortfall. In order to give every contractor a fair opportunity to bid and donate portions of the costs back to the project, we have to bid the project assuming that we will won't get any donations to avoid any bid requirements from NDCC. The alternates are the following: alternate (1) is pavilion, ticket booth, and video screen totaling \$767,000 and alternate (2) is arena equipment, hospitality structure, and horse stall shelters totaling \$253,413. President Meschke stated his concerns on the overall construction costs vs funding in place. Mandan Rodeo Committee representative: Dan stated that we have secured donated labor and materials for this project once bids come out. It is difficult to determine the amount donations that I can give back to the project, its unknow until I see the bid package. We have electrical wholesale firms that will also donate materials once the plans are distributed. President Meschke has concerns with the \$1 million shortfall based on preliminary cost estimates. Motion by Commissioner Arenz and seconded by Commissioner Mehlhoff to approve advertising the Dale Pahlke Rodeo Arena at Dakota Community Bank & Trust Rodeo Grounds. Motion passes 5-0.

**Item #3:** Director Higlin presented approval to hire KLJ Engineering Firm for the design and construction of the Mandan Tennis Center. The subcontractor selected to assist in the design/construction is EAPC and Prairie Engineering who were involved in the renovation of the Fore Seasons Golf Dome in Bismarck. The difficult part is trying to coordinate sanitary sewer, water lines needed for the tennis center to coordinate with the contractor who is installing the 16<sup>th</sup> Street utilities. Director Higlin stated that the engineering contract is \$199,300 and Tracy Porter supports the hiring of KLJ. Motion by Commissioner Arenz and seconded by Commissioner Hatzenbuhler to award engineering services to KLJ in the amount of \$199,300. Motion passes 5-0. Brad Krogstad; KLJ Engineering

presented a summary of the bidding process. Mr. Krogstad stated that we want to bid the dome manufacture first and design around their specifications as each dome is constructed differently. The plan would be to construct the dirt work, utilities, and then follow up with the tennis courts, parking lot, and then erect the dome once near completion. We are estimated to complete the project late fall of 2022.

**Item #4:** Director Higlin requested approval to advertise request of proposals for engineering services to renovate Faris Field as fast pitch fields and update our master plan with cost estimates to reconfigure diamonds 9-12, along with cost estimates for synthetic turf fields for both complexes. Director Higlin stated that a selection committee will be made up of Commissioner Hatzenbuehler, Dave Frueh, Dustin Fleck, Mandan Baseball Club representative, and Girls Fast Pitch representative. Motion by Commissioner Arenz and seconded by Commissioner Froehlich to advertise for engineering services for Faris Field and Youth Baseball Complex. Motion passes 5-0.

**Item # 5:** Director Higlin presented bids for the Old Red Trail Phase 2 reconstruction NDDOT project. The Park District was awarded \$168,237 in grant funds and total cost of the project is \$238,322.49. The local share is \$119,885.49 which will be special assessed back to the park district. Motion by Commissioner Mehlhoff and seconded by Commissioner Hatzenbuehler to approve the bids in the amount of \$238,322.49. Motion passes 5-0.

**Item # 6:** President Meschke stated that annually we complete an evaluation on Director Higlin and wanted to consider a different option. President Meschke stated that each Commissioner will complete the evaluation and meet one on one with Director Higlin. Once each Commissioner has met with Director Higlin, email the evaluation to President Meshke, who will summarize the evaluation and meet with Director Higlin along with Vice President Arenz.

**Item # 7:** Commissioner/Staff Reports: Director Higlin reminded the board of the upcoming Christmas Staff Luncheon and 2022 Capital Outlay items that will be bid and or purchased after Jan. 1, 2022. Accounting Manager Welch provided an overview of our new High Deductible Health Plan with NDPHIT. Currently we have staff signed up for 8 single, 6 employee/spouse, 1 employee/children, and 6 family. The total savings to the park district is \$87,568 which includes the health savings account contributions.

Motion by Commissioner Arenz and seconded by Commissioner Mehlhoff to approve the monthly bills. Motion passes 5-0.

## Check Summary Register

	Name	Check Date	Check Amt
44030	ALYEA, CODY	12/14/2021	\$24.43 NOV CELL PHONE REIMBURSEMENT-
44031	ASSOCIATED SUPPLY CO INC	12/14/2021	\$8.75 O-RING - RR
44032	BANYON DATA SYSTEMS INC	12/14/2021	\$2,185.00 ANNUAL SUPPORT-ACCTG SOFTWARE
44033	BARTH, DALE	12/14/2021	\$32.11 NOV CELL PHONE REIMBURSEMENT-
44034	BISMARCK MANDAN SECURITY	12/14/2021	\$55.08 OCT PATROL SERVICES - EAGLES PARK
44035	BROCK WHITE CO. LLC	12/14/2021	\$4,114.80 MULCH - MM
44036	BSN SPORTS	12/14/2021	\$581.70 SSC SWEATSHIRTS
44037	BURIAN & ASSOCIATES LLC	12/14/2021	\$39,809.46 PHASE I CITY WATER CONNECTION
44038	CAPITAL CITY RESTAURANT	12/14/2021	\$5,947.50 ICE MAKER - PW
44039	CITY OF MANDAN	12/14/2021	\$14,504.35 FUEL - PARKS
44040	CUSTER HEALTH UNIT	12/14/2021	\$160.00 RESTAURANT LICENSE RENEWAL - BB
44041	DAKOTA STAR GYMNASTICS	12/14/2021	\$478.64 NOV. HEALTH INSURANCE
44042	DIRK PLUMBING & HEATING INC	12/14/2021	\$104.20 HUMIDIFIER REPAIR - ASA
44043	DOBIER, DAVID	12/14/2021	\$600.00 CELL PHONE REIMBURSEMENTS JAN-DEC
44044	DUSTIN FLECK	12/14/2021	\$400.00 PARTS WASHER REIMBURSEMENT-PARKS
44045	FRUEH, DAVE	12/14/2021	\$53.76 NOV MILEAGE REIMBURSEMENT-REC
44046	GREAT PLAINS SECURITY	12/14/2021	\$60.00 SECURITY SYSTEM MONITORING 3 MONTHS
44047	GRONDAHL RECREATION	12/14/2021	\$1,079.00 GOAL LIGHT - SSC
44048	JOHNSON, ADRIANIA	12/14/2021	\$187.50 LIFEGUARD CERTIFICATION
44049	JOHS, CASEY	12/14/2021	\$181.92 CELL PHONE REIMBURSEMENT SEPT-
44050	LOTS AND LINES	12/14/2021	\$2,400.00 FOUNDATION CRACK SEALING - ASA
44051	MANDAN PROGRESS	12/14/2021	\$3,000.00 2021 MPO DONATION
44052	MANN SIGNS INC	12/14/2021	\$13,054.00 WINDOW GRAPHICS SSC

44053	MORTON COUNTY RECORDER	12/14/2021	\$60.00	PLAT FEES - I94 LAND
44054	MORTON COUNTY TREASURER	12/14/2021	\$662.23	2021 NEW SPECIAL ASSESSMENTS
44055	MTI DISTRIBUTING INC	12/14/2021	\$6,320.60	REELS/BLADES/MOWER PARTS PW
44056	NDRPA	12/14/2021	\$1,100.00	2022 NDRPA MEMBERSHIP
44057	NEUBERGER, TERRY	12/14/2021	\$400.00	NOV OFFICE CLEANING
44058	NORTH DAKOTA ONE CALL , INC.	12/14/2021	\$1.20	LOCATE UTILITES MM
44059	NORTHERN TROPHY &	12/14/2021	\$2,459.00	KICKBALL SHIRTS
44060	NORTHWEST CONTRACTING INC	12/14/2021	\$18,234.00	SSC BUILDING REPAIR FROM VEHICULAR
44061	NRG TECHNOLOGY SERVICES	12/14/2021	\$1,365.00	INSTALL/SET UP 2 LAPTOPS 1 DESKTOP
44062	PLAISTED COMPANIES INC	12/14/2021	\$4,508.29	SAND PW
44063	PORTABLE WELDING SERVICE	12/14/2021	\$629.00	REPAIR ALUMINUM GATE - SSC
44064	PREBLE MEDICAL SERVICES	12/14/2021	\$50.00	PRE-EMPLOYMENT DRUG TESTING-ADMIN
44065	PREMIER ENTERPRISES	12/14/2021	\$2,520.00	TOURNAMENT CART RENTALS 9/11-12-MM
44066	PROFESSIONAL DEVELOPMENT	12/14/2021	\$3,390.00	HIGH PERFORMANCE ACADEMY
44067	RED RIVER REFRIGERATION	12/14/2021	\$182.50	COMPRESSER MAINTENANCE SSC
44068	NICOLE SCHERR	12/14/2021	\$142.72	NOV CELL PHONE REIMBURSEMENT
44069	SPIFFY BIFFS	12/14/2021	\$646.00	PORTABLE SERVICE PW
44070	STARION INSURANCE	12/14/2021	\$81.00	STORAGE SHED INSURANCE
44071	STEINS INC	12/14/2021	\$897.86	FLOW SWITCH SSC
44072	THOMAS, KELLY	12/14/2021	\$50.00	NOV CELL PHONE REIMBURSEMENT-
44073	WARRENS LOCKS AND KEYS	12/14/2021	\$1,290.25	LOCK/KEY REPLACEMENT PW
44074	WELCH, TERI	12/14/2021	\$411.49	CELL PHONE REIMBURSEMENT DEC 2020-
44075	WESTERENG, JOHN	12/14/2021	\$39.99	NOV CELL PHONE REIMBURSEMENT-MM
44076	WHITEWATER WEST INDUSTRIES	12/14/2021	\$1,500.00	WAVE CHANNEL CONTROLLER RR
		Total Checks	\$135,963.33	
		P-Cards	\$33,642.01	
		12/10/21 Payroll	\$61,651.79	
		12/24/21 Payroll	\$64,229.34	

Motion to adjourn the meeting was at approximately 6:50pm. Motion made by Commissioner Froehlich and seconded by Commissioner Mehlhoff; Motion passes 5-0.

*Cole Higlin*

[Cole Higlin \(Jan 11, 2022 08:25 CST\)](#)

Cole Higlin  
Clerk, Mandan Park District

*Wade Meschke*

Wade Meschke  
President, Board of Park Commissioner









# Dec 13 2021 minutes

Final Audit Report

2022-01-11

Created:	2022-01-11
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
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