

Mandan Park District
Board Meeting Minutes
February 14, 2022

The Board of Park Commissioners duly met in special session on Monday, February 14, 2022, at City Hall, 205 2nd Ave NW in the Bosch Froelich room.

Attendees:

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

Park District Staff present: Cole Higlin, Teri Welch, Garrett Schultz, Dustin Fleck, and Dave Frueh

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 Arenz and seconded by Commissioner Hatzenbuhler to approve the December 13, 2021, regular meeting minutes. Motion passes 5-0.

Item #1 Accounting Manager Welch presented the 2021 annual report.

	<u>Revenue</u>	<u>Expenses</u>
All Funds:	\$12,532,398	\$11,576,580
Park Operations:	\$ 141,572	\$ 679,064
Golf Operations:	\$ 1,711,071	\$ 1,295,178
Raging Rivers:	\$ 966,293	\$ 715,981
Recreation:	\$ 886,298	\$ 683,900
Starion Sports Complex:	\$ 412,294	\$ 513,818

Highlights for 2021 included:

- 158 outdoor shelters and 170 indoor shelter rentals.
- 62,000 rounds of golf
- 54,122 attendance at Raging Rivers
- Participants in recreation programs include 197 in kickball, 96 in adult basketball, 288 in youth baseball/fastpitch, summer MAC 200, youth volleyball 181, youth tennis 112, and track & field 156.

Item # 2: Accounting Manager Welch presented for approval budget amendments for the general fund in the amount of \$140,478.13, Raging Rivers Fund in the amount of \$54,759.06, and Construction Fund in the amount of \$8,120.91. In addition, we recommend a budget transfer of \$34,000 for the Legion Park Shelter. The shelter was ordered in 2021 but did not arrive until 2022. Motion by Commissioner Arenz and seconded by Commissioner Mehlhoff to approve the 2021 budget amendments as presented and a budget transfer of \$34,000 to the 2022 budget. Motion passes 5-0.

Item 3: Director Higlin presented two matching grant applications. The committee is made up of Commissioner Froehlich, Kelly Thomas, Teri Welch, and Cole Higlin. The committee recommended the following:

- Custer District Health
 - Breastfeeding Pod in the amount of \$3,972
- Lewis & Clark PTO
 - Playground equipment in the amount of \$2,000.

Motion by Commissioner Arenz and seconded by Commissioner Hatzenbuhler to approve the matching grant requests as presented. Motion passes 5-0.

Item 4:

a) Rodeo Arena:

- a. The project has a new bid date of March 10, 2022. We opened bids on February 3 and rejected the bids as bids came in higher than architectural estimates.

b) Mandan Tennis Center:

- a. Director Higlin stated that we are tracking expenses related directly and indirectly to the Mandan Tennis Center. The Park District is estimated to be assessed \$2.5 million for 16th Street improvements and the parking lot paving. We have allocated \$250,000 direct expenses to the Tennis Center. Brad Krogstad: KLJ Engineering presented a summary of the timeline. The first project is the sewer line in 16th Street which is a City of Mandan project. The grading project for 16th Street, parking lot, and tennis center is the second contractor that we need to get completed. We are expecting a April 12 bid opening on 16th Street improvements. By getting this street improvement started sooner, we can use the same contractor to install utilities completed by July 1 and parking lot completed by August 1. We are opening bids March 1 for the dome manufacturer to provide coordination of foundation and design of their structure. The second part of the contract is the actual construction of the dome structure including the HVAC equipment. We will hold the contract until we know where all the costs are regarding the entrance, so we know all of the costs prior to constructing the dome. May 25 bid opening on the exterior pickleball courts and landscaping. The cost estimates for the street improvement district are itemized by the street paving, lighting, utilities, and parking lot paving. We hope to present to City Commission on March 15 which itemizes the cost estimates for all parties involved in the project. The grading project cannot be assessing, so those costs will be a direct expense to the tennis center and park district. President Meschke asked about the large pile of dirt. Mr. Krogstad stated that we will reuse the existing dirt pile on the existing site. Director Higlin stated that we are tracking all expenses for the tennis center in comparison to 16th Street, grading, utilities, and paving between the Mandan Tennis Center and the Park District. Motion by Commissioner Froehlich to approve KLJ for grading services in the amount of \$41,900, seconded by Commissioner Arenz. Motion passes.

c) Faris Field/Youth Complex:

- a. We interviewed four firms on January 20th from 10-2pm. The (4) firms are WSB, KLJ, Burian, and Moore. The committee recommended to hire KLG Engineering in the amount of \$9,500. Motion by Commissioner Arenz to approve KLJ for phase 1 in the amount of \$9,500, seconded by Commissioner Froehlich. Motion passes.

b. Selection Committee Members:

- i. Commissioner Hatzenbuhler
- ii. Damian Huettl; Mandan Baseball
- iii. Nate Miller; Girls Fastpitch
- iv. Dave Frueh; Rec/Facilities Manager
- v. Dusting Fleck; Park Operations Manager
- vi. Cole Higlin; Facilitate the interviews (non-voting)

c. Phase 1 – Preliminary Design

- The Owner is looking at the feasibility and construction costs to construct the following:
- Two fast pitch Agri lime/grass fields at former Faris Field.
- Alternate for a third field.
- Alternate for a synthetic turf field.
- Redesign the layout of fields 9 -12 at the youth baseball complex with option of lengthening the fields. Field improvements to include block dugouts and backstops and netting system to catch foul balls.
- Alternate for a synthetic turf field on diamond 10, 11 and 12
- Demolition of existing residence and new parking lot to the west of Memorial Ballpark (referencing the McClelland property).
- New parking lot to the east of Faris Field with walkways to the fields.

E) Irrigation System Update:

- The permit was submitted on February 14 and the 30-day completeness review take place. Once we get verbal approval, we will proceed to the technical review which is a 4-month process. We hope that we will get approval prior to the 4-month review to start the bidding process.

D) SSC Locker Room Expansion:

- The Mandan Hockey Club has decided to wait on the project due to the preliminary cost estimates and the amount of fundraising required to make this project a reality. We will revisit the project later this fall or early spring of 2023.

Item #5: Director Higlin updated the board on the annual joint power’s agreement meeting with Mandan Public Schools. Discussions were held on the future of the current high school site, land dedication for the All-Seasons Arena to include parking since the building sits on school property. Park District staff also need to included parking for the All-Seasons Arena. The school district showed 3-D renderings of the high school and Lakewood Elementary. Park District has expressed interest in having an afterschool program at Lakewood Elementary.

Item #6: Director Higlin presented bid summary of district wide security cameras, keyless door access, and alarm systems. The Park District received three bids; AVI Systems was the lowest bidder in the amount of \$79,013.97. Director Higlin stated that we budgeted \$100,000 for the improvement and will update the data control room which houses the entire park district internet and server controls for \$15,000.

Item # 7: Commissioner/Staff Reports: No report.

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	
11000 STARION FINANCIAL			
44115 ANYTHING WEATHER	2/15/2022	\$4,999.00	ISTRIKE LIGHTNING SIREN SYSTEM RR
44116 BARTH, DALE	2/15/2022	\$20.00	JAN CELL PHONE REIMBURSEMENT-
44117 BOWERS EXCAVATING, LLC	2/15/2022	\$39,672.00	BB/SB IRRIGATION PROJECT
44118 BURIAN & ASSOCIATES LLC	2/15/2022	\$8,210.00	CITY WATER CONNECTION-IRRIGATION
44119 CENTRAL MECHANICAL IN	2/15/2022	\$581.89	SERVICE CALL SSC
44120 CHI ST ALEXIUS HEALTH	2/15/2022	\$250.00	4TH QTR EAP FEES
44121 CITY OF MANDAN	2/15/2022	\$1,380.60	FUEL DEC - PARKS
44122 COLLIERS SECURITIES LLC	2/15/2022	\$500.00	CONTINUING DISCLOSURE FEES - ADMIN
44123 DAKOTA PLAYGROUND	2/15/2022	\$33,907.00	LEGION PARK SHELTER
44124 DAKOTA STAR GYMNASTICS	2/15/2022	\$502.99	JAN HEALTH INSURANCE
44125 FARSTAD OIL INC	2/15/2022	\$2,236.06	PROPANE PW
44126 FRUEH, DAVE	2/15/2022	\$70.20	JANUARY MILEAGE REIMBURSEMENT-REC
44127 INDEPENDENT TELEPHONE	2/15/2022	\$7,500.03	DATA ROOM ADMIN BLDG CLEAN UP-
44128 JOHS, CASEY	2/15/2022	\$69.20	JANUARY MILEAGE REIMBURSEMENT-REC
44129 KLJ ENGINEERING LLC	2/15/2022	\$7,900.00	PRELIM DESIGN - MANDAN TENNIS
44130 KRUCKENBERG, ARVID	2/15/2022	\$100.00	EAGLES PARK MULTIPURPOSE BUILDING
44131 MANDAN PUBLIC SCHOOLS	2/15/2022	\$21,469.18	JOINT FACILITIES 2021 50/50 COST SHARE
44132 MANN SIGNS INC	2/15/2022	\$150.00	MARATHON LOGO REPLACEMENT SSC
44133 NORTH DAKOTA LEAGUE OF	2/15/2022	\$802.00	PARK DUES - ADMIN
44134 NEUBERGER, TERRY	2/15/2022	\$400.00	JANUARY CLEANING - ADMIN
44135 NORTHERN TROPHY &	2/15/2022	\$1,199.30	WINTER DAZE T SHIRTS
44136 NRG TECHNOLOGY SERVICES	2/15/2022	\$2,483.08	FEBRUARY I.T. SERVICES - ADMIN
44138 POWERHOUSE	2/15/2022	\$70.00	WINTER ADULT VB REFUND LEAGUE
44139 R K ELECTRIC	2/15/2022	\$1,933.75	WAVE CONTROLLER RR
44140 RED RIVER REFRIGERATION	2/15/2022	\$235.00	COMPRESSOR MAINTENANCE SSC
44141 SAMMONS, CASEY	2/15/2022	\$24.70	JAN CELL PHONE REIMBURSEMENT -
44142 NICOLE SCHERR	2/15/2022	\$185.89	JAN MILEAGE REIMBURSEMENT - MAC
44143 GARRETT SCHULTZ	2/15/2022	\$40.00	NCTA MEALS REIMBURSEMENT - PW
44144 SP&E	2/15/2022	\$930.00	CURTAIN DIVIDER MID-ANNUAL SERVICE
44145 STARION INSURANCE	2/15/2022	\$59,469.00	NDIRF ANNUAL RENEWAL - LIAB, AUTO,
44146 STEINS INC	2/15/2022	\$1,116.96	CAN LINERS/CLEANERS SSC
44147 TERRACON CONSULTANTS	2/15/2022	\$3,900.00	GEOTECHNICAL ENGINEERING - SSC
44148 BISMARCK TRIBUNE	2/15/2022	\$876.00	DCP RODEO RENOVATION AD
44149 THE CREATIVE TREATMENT	2/15/2022	\$1,615.07	2022 VIDEO PRODUCTION SERVICES -
44150 THOMAS, KELLY	2/15/2022	\$50.00	DEC CELL PHONE REIMBURSEMENT -
44151 WESTERENG, JOHN	2/15/2022	\$78.70	DEC CELL PHONE BILL REIMBURSEMENT -
Total Checks		\$204,927.60	
Total Credit Cards		\$ 10,836.13	
02/04/22 Payroll		\$ 64,475.35	
02/18/22 Payroll		\$ 64,517.05	

Motion to adjourn the meeting was at approximately 6:24pm. Motion made by Commissioner Mehlhoff and seconded by Commissioner Froehlich. Motion passes 5-0.

Cole Higlin
 Cole Higlin (Apr 15, 2022 10:02 CDT)

Cole Higlin
 Clerk, Mandan Park District

Wade Meschke

Wade Meschke
 President, Board of Park Commissioner









February 14 2022 minutes

Final Audit Report

2022-04-18

Created:	2022-04-15
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
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