

Mandan Park District  
Board Meeting Minutes  
May 13, 2019

The Board of Park Commissioners duly met in special session on Monday, May 13, 2019 at City Hall 205 2<sup>nd</sup> Ave NW in the Bosch Froelich room.

Attendees:

Park Commissioners: President Wade Meschke, Vice President Jason Arenz, Commissioner's Chad Hatzenbuhler, Wanda Knoll and Miles Mehlhoff.

Park District Staff present: Director Cole Higlin,

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 March 8, 2019 regular meeting. Motion passes 5-0.

**Unfinished Business:**

**Item # 1:** Higlin updated the board on the Memorial Ballpark construction and reminded the board that our public open house is scheduled for June 4, 2019 at 6pm.

**New Business:**

**Item # 1:** Director Higlin present a request from the Mandan Lions Club to construct an outdoor public shelter on the west side of Dacotah Centennial Park. The request came before the DCP Advisory Board with a do pass recommendation with the stipulation that all parties are on site to determine the exact location. The cost of the shelter is estimated to be \$60,000. The Mandan Lions will fundraise for the cost and the goal is to construct it for the 4<sup>th</sup> of July Rodeo in 2020. Motion Commissioner Knoll and seconded by Commissioner Hatzenbuhler to approve Mandan Lions Club to construct a public shelter on DCP property. Motion passes 5-0. Director Higlin stated that when property becomes permanent structure on Park District property the Park District is responsible for insurance and long term maintenance.

**Items # 2:** Director Higlin updated the board on the bid opening of 19<sup>th</sup> Street SE Trail. The City of Mandan and the Park District had a public hearing with residents in 2018 about the need for a trail for safety of kids walking to school and citizens recreating. The City of Mandan constructed the street as a rural road which means no storm water or curb/gutter was included in the construction. In addition discuss was held on which side of the road should the trail be placed long term. It was agreed upon for the City of Mandan to construct the trail on the south side of the road from existing sidewalk on Ft. Lincoln Elementary School property east to Macedonia Street. The City, School, and Parks agreed to 1/3 of the cost to construct this trail. The Park Districts 1/3 was contingent that all parties also participate in the cost to extend the trail to Highway 6. The Park Districts 1/3 share is estimated at \$49,300. Director Higlin stated that our 1/3 share could be paid for from our Capital Improvement Fund.

**Item # 3:** Director Higlin updated the board on improvements to the Park Administrative Building. We budgeted \$85,000 to paint all exterior buildings, add insulation and wrap duct work, added three new double glass doors, and repaired damaged stucco areas as needed. We currently have \$28,700 remaining for repairs to the parking lot this fall and potential concrete replacement near the ticket windows.

**Items # 4:** Director Higlin updated the board on Southside street assessment bids and the overall impact to the Park District. The total financial impact to the Park District is \$1.4 million over spread over 20yrs. Included in the cost estimate is \$500,000 for parking lot improvements to the softball areas and youth baseball existing lots. The Mandan Softball Association agreed to contribute \$150,000 towards the softball parking lot paving. Discussion among City Commissioners in regards to adding street lighting to 7<sup>th</sup> Street SW has not been determined. Director Higlin and Accounting Manager Welch have been researching the overall impact to citizens on how many mills we may need to increase to make the payment. Director Higlin reminded the Park Commissioners that we would spread our special assessments city wide and we will be needing to raise property taxes in order to make our payments for these assessments. Currently we are looking at a 1.5 to 2 mill increase. We will look for direction at our annual retreat in July from Park Commissioners.

**Item #5:** Director Higlin stated that legislative session is over and there are a few bills that positively impact Park Districts. Contracts exceeding \$25,000 required sealed bids for twenty one days has now been increases to \$50,000. General Obligated Bonding now has a 60 day protest period and special assessments districts allow political subdivisions to protest assessments however without barring property owner protest similar to the situation that the Park District was involved with in the Southside assessments. NDIRF and State Fire & Tornado will merge under one department.

**Items # 6:** 2020 Budget has been started with packets sent out to Dept. Managers and Commissioner Portfolio meetings will take place in mid-June. Director Higlin will send out dates that work all parties and a reminder that July 17, 2019 will be the annual budget retreat.

Items # 7: Director Higlin stated that adjacent property owners of the Qwest Building east of the Sports Complex would like to vacate 8<sup>th</sup> Ave NE. Director Higlin recommends awarding the park district 50% of the vacated properties to the adjacent landowners as we have no need for the property. Motion by Vice President Arenz and seconded by Commissioner Mehlhoff to vacate 8<sup>th</sup> Ave NE and award the park districts property to the adjacent landowner for future development contingent that there is no expense to the Park District for vacating the street. Motion passes 5-0.

Authorization of payment of the monthly bills. Motion was made by Commissioner Knoll seconded by Commissioner Arenz Motion passes 5-0.

## MANDAN PARK DISTRICT \*Check Summary Register

May 2019

Name	Check Date	Check Amt	
<b>11000 STARION FINANCIAL</b>			
Paid Chk# 042407	BISMARCK PARKS AND	5/14/2019	\$1,565.02 FIELD CHALK-PARKS
Paid Chk# 042408	BSN SPORTS	5/14/2019	\$2,939.18 BASEBALLS
Paid Chk# 042409	CALLAWAY GOLF COMPANY	5/14/2019	\$3,100.00 RANGE BALLS - PW
Paid Chk# 042410	CENTRAL MECHANICAL IN	5/14/2019	\$834.72 FILTERS FOR SSC
Paid Chk# 042411	CUSTOM AIRE INC	5/14/2019	\$14,151.42 MEM BALLPARK PAY AP #4
Paid Chk# 042412	DAKOTA FENCE	5/14/2019	\$353.00 REPLACE STOLEN CHAIN LINK @ SO
Paid Chk# 042413	DAKOTA STAR GYMNASTICS	5/14/2019	\$425.33 APRIL HEALTH INSURANCE REIMB
Paid Chk# 042414	ECO FACILITY SERVICES	5/14/2019	\$400.00 PARK ADMIN CLEANING
Paid Chk# 042415	ELECTRIC SYSTEMS INC	5/14/2019	\$2,849.39 MEM BALLPARK PAY AP #4
Paid Chk# 042416	GALLS	5/14/2019	\$125.43 FIRST AID SUPPLIES
Paid Chk# 042417	GREAT PLAINS SECURITY	5/14/2019	\$430.00 SERVICE CALL SHOP
Paid Chk# 042418	INNOVATIVE OFFICE	5/14/2019	\$81.61 LABELS-ADMIN
Paid Chk# 042419	J.T. FIRE, LLC	5/14/2019	\$115.00 ANNUAL FIRE EXT CHECK
Paid Chk# 042420	JOHS, CASEY	5/14/2019	\$78.03 MILEAGE-VBALL
Paid Chk# 042421	KADRMAS LEE & JACKSON INC	5/14/2019	\$11,000.00 CONSTRUCTION ADMIN MEM BALLPAR
Paid Chk# 042422	KK BOLD	5/14/2019	\$660.00 WEB CODING, SITE UPDATES
Paid Chk# 042423	LILLIS ELECTRIC INC	5/14/2019	\$1,645.70 WIRE CHAIN HOIST INSTALLED
Paid Chk# 042424	MAGIC CITY YOUTH BASEBALL	5/14/2019	\$1,200.00 ENTRY FEE ALL STAR CAL RIPKEN
Paid Chk# 042425	MANDAN KIWANIS	5/14/2019	\$60.00 MAYOR'S PRAYER BREAKFAST-4 TIC
Paid Chk# 042426	MANDAN PUBLIC SCHOOLS	5/14/2019	\$30.00 SCHOOL BULLETINS
Paid Chk# 042427	MANN SIGNS INC	5/14/2019	\$6,125.00 SIGN FOR ASA
Paid Chk# 042428	MILLER INSULATION	5/14/2019	\$12,579.00 RR IMPROVEMENTS DUCT WRAP
Paid Chk# 042429	MORTON COUNTY WEED	5/14/2019	\$44.00 HERBICIDE-PARKS
Paid Chk# 042430	MTI DISTRIBUTING INC	5/14/2019	\$29,569.54 WALKING GREENS MOWER/TRAILER
Paid Chk# 042431	ND SAFETY COUNCIL	5/14/2019	\$2,625.00 EMERGENCY OPERATIONS PLAN SSC
Paid Chk# 042432	NDACO RESOURCES GROUP INC	5/14/2019	\$5,722.34 JUNE IT SERVICES
Paid Chk# 042433	NORTHERN TROPHY &	5/14/2019	\$1,322.41 VB TEES
Paid Chk# 042434	PLUNKETTS PEST CONTROL	5/14/2019	\$167.03 PEST CONTROL
Paid Chk# 042435	PREBLE MEDICAL SERVICES	5/14/2019	\$50.00 PRE-EMPLOYMT DRUG TEST
Paid Chk# 042436	RED RIVER REFRIGERATION	5/14/2019	\$2,385.80 COMPRESSOR WORK SSC
Paid Chk# 042437	RIVARDS TURF AND FORAGE	5/14/2019	\$9,553.63 GRASS SEED-PW
Paid Chk# 042438	RONS APPLIANCE AND REPAIR	5/14/2019	\$75.00 HOOKED UP ICEMAKER-BASEBALL
Paid Chk# 042439	NICOLE SCHERR	5/14/2019	\$64.77 MILEAGE-MAC
Paid Chk# 042440	SPIFFY BIFFS	5/14/2019	\$34.00 PORTABLE TOILET SERVICES DOG P
Paid Chk# 042441	ST. ALEXIUS MEDICAL CENTER	5/14/2019	\$250.00 EAP SERVICES 1ST QTR 2019
Paid Chk# 042442	STRATA CORPORATION	5/14/2019	\$328.00 CONCRETE FOR POSTS-MEM BALLPAR
Paid Chk# 042443	STUCCO SOLUTIONS	5/14/2019	\$3,600.00 RR PATCH REPAIR ON BUILDING
Paid Chk# 042444	THE LIFEGUARD STORE INC	5/14/2019	\$1,086.82 WHISTLES, LANYARDS-RR
Paid Chk# 042445	VERMONT SYSTEMS INC	5/14/2019	\$50.00 VSI TRAINING EVENT FOR NAOMI B
Paid Chk# 042446	YAMAHA MOTOR FINANCE	5/14/2019	\$60,139.66 GOLF CARTS 2019 LEASE #7516141
<b>Total Checks</b>			<b>\$177,815.83</b>

US Bank	\$23,744.72
5/3/19 Payroll	\$67,272.41
5/17/19 Payroll	\$72,174.74
5/31/19 Payroll	\$76,230.79

Motion to adjourn the meeting was at approximately 6:03pm. Motion made by Commissioner Arenz, seconded by Commissioner Knoll. Motion passes 5-0.

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Cole Higlin  
Clerk, Mandan Park District

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Wade Meschke  
President, Board of Park Commissioner