

Mandan Park District  
Board Meeting Minutes  
May 9, 2022

The Board of Park Commissioners duly met in special session on Monday, May 9, 2022, at City Hall, 205 2<sup>nd</sup> Ave NW in the Bosch Froelich room.

**Attendees:**

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

Park District Staff present: Cole Higlin and Dustin Fleck

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 April 11, 2022 and April 18, 2022 meeting minutes. Motion passes 4-0.

**Item #1** Construction Updates:

- a) Director Higlin stated that construction hasn't started on the Rodeo Arena because the contractor has not secured a building permit. We are presenting May 10 at the Architectural Review Committee to get approval for the building permit. The contractor has removed all of the fencing and dirt work should start next week. The rodeo committee secured \$200,000 donation from Butler Machinery.
- b) Director Higlin presented paving bids for Mandan Tennis Center, 16<sup>th</sup> Street, and Kupper Properties. Director Higlin stated that the city is responsible for approval of the bids since we submitted our waive of protest for 16<sup>th</sup> Street and the parking lot. Strata Corp was low bid in the amount of \$3,219,437. The Park District is responsible for \$2,138,898 for specials and \$74,105 for grading for a grand total of \$2,213,002. Director Higlin stated that we cannot special assess grading and we need a motion for where funds will be used to pay for the improvement. Motion Commissioner Arenz and seconded by Commissioner Hatzenbuhler to approve using general fund to pay for grading fees in the amount of \$118,556.02 per the grading agreement between all parties and transferring to the construction fund. Director Higlin stated that the Mandan Tennis Center LLC portion of the grading and special assessment will be prorated over the 15 yr lease and added on to the final principal and interest payments. The final bid opening is May 25 and once we have those amounts approved, we will need to amend the agreement with the Mandan Tennis Center LLC agreement.
- c) Director Higlin presented the draft agreement between the Mandan Baseball Club and the Park District to renovate diamonds 9 & 10. The agreement listed all of the Mandan Baseball Club's wishes with the exception of the \$1 million match for 2025 when the Baseball Club would like to renovate diamonds 11 & 12. Damian Huettl; Mandan Baseball Club President stated that he would like to table the agreement as we have time to complete the language, and we have the upcoming election of Park Commissioners. Commissioners agreed to table the discussion and to revisit the topic at our July board meeting.
- d) Director Higlin stated that the irrigation permit has a 30-day comment period which ends May 9 and then the state hydrologist will review. The Corp of Engineers received our permit application on March 28 and the review end in June. Burian & Associates will review the recommendations, if any, in July and present for approval from the Park Board to advertise in August.

Commissioner Arenz left the meeting at 5:55pm

**Item #2:** Park Operation Manager Fleck stated that Nicola’s Park residents removed their items off of Park District property by the May 2, 2022, deadline. We had the site surveyed to demonstrate property lines and a few homeowners have encroached on Park District property. Park Operations Manager Fleck stated that he does not recommend making homeowners move their fences. Attorney Ruff stated that a letter needs to be sent to homeowners encroaching on our property informing them of the violation and that we can at any time in the future require fences to be relocated. Attorney Ruff stated that we will not be able to sell the property due to the covenants placed on the deed. However, we may be able to sell a portion of the land, if the board wishes, as we still need to keep a portion of the land as a park.

**Item # 3:** Director Higlin presented for approval the ARPA grant and agreement with EAPC and Associated Pool Builders quote for Raging Rivers Improvements. Motion by Commissioner Hatzenbuhler to accept the grant in the amount of \$541,750 and to award EAPC design agreement for 9.5% and Associated Pool Builders agreement in the amount of \$610,720. Motion passes 3-0. Commissioner Mehlhoff motion to approve \$300,000 from the Raging Rivers Fund and \$241,750 from the Capital Improvement Fund for our local funds match per the grant requirements. Motion passes 3-0. Director Higlin stated that alternate 1 could be added once we know the cost of interior renderings.

**Item #4:** Attorney Ruff updated the Board on the foundation articles and by laws which will be submitted to the Secretary of State for incorporation, and our application for 501c3 status with the IRS. Commissioner Hatzenbuhler asked if we need to have language to state that current board members affiliated with our user groups cannot participate on the foundation board. Attorney Ruff stated that our conflict-of-interest statement will resolve those issues.

**Item #5:** Director Higlin stated that all out of state travel requires board approval to attend NRPA conference in Phoenix, AZ. Motion by Commissioner Mehlhoff and seconded by Commissioner Hatzenbuhler for Director Higlin and Rec & Facilities Manager Frueh to attend the NRPA Conference in September. Motion passes 3-0.

Commissioner/Staff reports:

Motion by Commissioner Hatzenbuhler and seconded by Commissioner Mehlhoff to approve the monthly bills. Motion passes 3-0.

### Check Summary Register

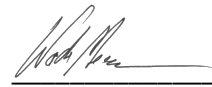
**11000 STARION FINANCIAL**

44240	ALYEA, CODY	5/10/2022	\$24.39	April Cell Phone Reimb-Parks
44241	ARROW SERVICE TEAM	5/10/2022	\$6,575.53	Repairs-2021 Eagles Park vandalism
44242	AVI SYSTEMS	5/10/2022	\$9,311.94	District Cameras/Alarm Upgrade
44243	BARTH, DALE	5/10/2022	\$27.50	April Cell Phone Reimb-Parks
44244	BSN SPORTS	5/10/2022	\$213.56	MVP Belt-Yth Baseball
44245	BURIAN & ASSOCIATES LLC	5/10/2022	\$395.00	Phase I Irrigation - Impr District project
44246	CUSTER HEALTH	5/10/2022	\$3,972.00	Breastfeeding Pod-2022 Matching Grant
44247	D & E SUPPLY COMPANY	5/10/2022	\$1,484.30	Rugs for clubhouse - PW
44248	DIRK PLUMBING & HEATING INC	5/10/2022	\$1,569.43	Water Heater Repairs-ASA
44249	ELECTRIC SYSTEMS INC	5/10/2022	\$2,076.05	Electrical for Shelter
44250	ETSYSTEMS INC	5/10/2022	\$507.00	Door repair-SSC
44251	FRUEH, DAVE	5/10/2022	\$77.22	April Mileage Reimb-Rec
44252	GREAT PLAINS SECURITY	5/10/2022	\$240.00	Electronic Security System Monitoring-RR
44253	HUBBARD FEEDS	5/10/2022	\$6,014.40	Fertilizer-Parks
44254	INNOVATIVE OFFICE	5/10/2022	\$84.18	Paper - Admin
44255	JOHS, CASEY	5/10/2022	\$315.52	April Mileage Reimb-Rec
44256	KK BOLD	5/10/2022	\$600.00	Website Hosting-Marketing
44257	KLJ ENGINEERING LLC	5/10/2022	\$46,259.36	Engineering Final Design-MTC
44258	NEUBERGER, TERRY	5/10/2022	\$400.00	Cleaning for April - Admin
44259	NORTHERN TROPHY &	5/10/2022	\$2,306.89	Sweatshirt - Admin
44260	NRG TECHNOLOGY SERVICES	5/10/2022	\$2,459.08	May I.T. Service - Admin
44261	PIONEER MANUFACTURING CO	5/10/2022	\$4,620.60	White Aerosol Paint-Parks
44262	PLAYPOWER LT FARMINGTON	5/10/2022	\$448.00	Spring -Kiwans Park
44263	PREBLE MEDICAL SERVICES	5/10/2022	\$75.00	Drug test-Accident in Park Vehicle

44264	RED RIVER REFRIGERATION	5/10/2022	\$1,991.35	Cooling Tower Water Tank-SSC
44265	RK ELECTRIC	5/10/2022	\$336.31	Mounting New Lighting Strike Box-RR
44266	ROTO ROOTER SEWER & DRAIN	5/10/2022	\$285.00	Septic Tank Line Frozen-South Softball
44267	NICOLE SCHERR	5/10/2022	\$71.37	April Mileage Reimb-MAC
44268	SP&E	5/10/2022	\$255.00	Divider Repair-ASA
44269	STEINS INC	5/10/2022	\$88.02	Propel All Purpose Cleaner - SSC
44270	WATERLOO TENT & TARP	5/10/2022	\$3,234.02	Shelter canopy- RR
44271	WESTERENG, JOHN	5/10/2022	\$39.93	March Cell Phone Reimb-MM
44272	WESTERN EDGE ELECTRIC, INC	5/10/2022	\$12,600.00	Electric for Rodeo Arena - Pay app #1
44273	YEADON FABRIC DOMES LLC	5/10/2022	\$58,500.00	Dome Pymt #1 - MTC
	<b>Total Checks</b>		<b>\$167,457.95</b>	
	<b>US Bank P-Cards</b>		<b>\$22,779.54</b>	
	<b>05/13/22 Payroll</b>		<b>\$70,250.79</b>	
	<b>5/27/22 Payroll</b>		<b>\$80,162.75</b>	

Motion to adjourn the meeting was at approximately 6:20pm. Motion made by Commissioner Mehlhoff and seconded by Commissioner Hatzenbuhler. Motion passes 3-0.

*Cole Higlin*  
 Cole Higlin (Jun 14, 2022 11:44 CDT)  
 Cole Higlin  
 Clerk, Mandan Park District

  
 Wade Meschke  
 President, Board of Park Commissioners









# May 9 2022 minutes

Final Audit Report

2022-06-14

Created:	2022-06-14
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIT-YkbrSL3sOg7E7Fsw4tYrvYyP7-C8k

## "May 9 2022 minutes" History

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-  Document emailed to Cole Higlin (chiglin@mandanparks.com) for signature  
2022-06-14 - 4:40:45 PM GMT
-  Email viewed by Cole Higlin (chiglin@mandanparks.com)  
2022-06-14 - 4:40:49 PM GMT- IP address: 40.94.35.126
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