

Mandan Park District
Board Meeting Minutes
October 10, 2022

The Board of Park Commissioners duly met in special session on Monday, October 10, 2022, at City Hall, 205 2nd Ave NW in the Bosch Froelich room.

Attendees:

Park Commissioners: President Wade Meschke, Vice President Miles Mehlhoff, Jen Froehlich, Stan Scott, and Layn Mudder.

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

Legal Counsel: Arlen Ruff

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

Public Communication: Ken Quick appeared before the board to discuss mowing of Hillside/Optimist Park behind his house. Mr. Quick stated that he acquired the additional land from the Park District 15 years ago along with his neighbor. Director Higlin stated that maintenance staff have tried working with Mr. Quick, but the only access we had was the land that the Park District sold for \$1 to adjacent landowners. Director Higlin provided an overview that back in mid-2000's the Park Board held public hearings to offer the storm water retention area to adjacent residents since the site was not a city park. Adjacent landowners did not want the land and we continued discussions with the City of Mandan since they wanted to do a storm water improvement project to the property. The board discussed transferring the property to the City of Mandan, and nothing developed from their end. The Park District currently owns the property and is responsible to maintain the property within reasonable measures since the topography of the land prevents access of equipment to safely clean up the area. Director Higlin stated that he will meet with Park Operations Manager Fleck and develop a strategy to clean up the area.

Minutes: Motion by Commissioner Froehlich and seconded by Commissioner Mudder to approve the October 10, 2022, regular meeting minutes. Motion passes 5-0.

Item #1 Director Higlin presented the bids for the interior renovation for Raging Rivers. Director Higlin recommended approval to award bids to Ironsides Construction \$308,600, Dirk Plumbing & Heating \$80,250, and Bergstrom Electric \$58,855 for a total cost of \$447,705. Design fees are 9.5% which equates to \$42,532 for a grand total of \$490,237. Director Higlin stated that we approved exterior renovations in April 2022 in the amount of \$610,720. The ARPA grant we received was a \$1 for \$1 match in the amount of \$541,750. The combined total project of interior and exterior renovations with change orders is \$1,114,362 and the local match is now \$572,612. We would need to increase our transfer of funds from Raging Rivers from \$300,000 to \$330,862. Motion by Commissioner Mehlhoff and seconded by Commissioner Mudder to award bids to Ironsides Construction \$308,600, Dirk Plumbing & Heating \$80,250, and Bergstrom Electric \$58,855 for a total cost of \$447,705 and transfer an additional \$30,862 from the Raging Rivers fund to the Construction fund. Motion passes 5-0.

Item # 2: Director Higlin presented the Mandan Baseball Club facility use agreement for Memorial Ballpark and youth complex. The only changes to the agreement are increase in game rental fees from \$300 to \$350 which will also increase our share to the Vision Fund. Minor changes included removal of reference to fast pitch since the merger is no longer with one another. Motion Commissioner Froehlich and seconded by Commissioner Scott to approve the 2023-2025 facility use agreement with the Mandan Baseball Club. Motion passes 5-0.

Item 3: Director Higlin requested approval to proceed with KJ Engineering to develop a scope and fee to renovate diamond 9 & 10 and include Faris Field. The Mandan Baseball Club would be 100% responsible for renovation costs to diamonds 9 & 10, the Park District would allocate our \$280,000 for replacing all fencing for diamonds 9-12, and the restricted \$500,000 for Faris Field. Diamond 9 will serve as the new JV field with synthetic turf infield, upgraded fencing, dugouts, backstops, and irrigation upgrades. Diamond 10 would have a synthetic turf infield, upgraded dugouts and fencing, level the outfield and reseeded. Faris Field would be the bare minimum; grading, black dirt, agri-lime, irrigation

and seeding of the outfield. If the Girls Fastpitch Club doesn't raise enough funds, the facility will need to be completed in phases. The Park Districts portion for Faris Field is to develop the site and fencing will be the future to accommodate competition games. We can alternate bid the competition field for synthetic turf and accept the alternate if funds allow. Director Higlin stated that he will appoint Dave Frueh, Recreation & Facilities Manager, as the project manager to lead the project with the Mandan Baseball Club and Girls Fastpitch Club. Director Higlin stated that the committee will develop a bid timeline, construction timeline, estimated budget, and design fees for the Park Commissioners to approve at our November board meeting. Motion by Commissioner Froehlich and seconded by Commissioner Scott to approve staff to develop a scope and fee to renovate diamonds 9 & 10 and Faris Field with KLJ and present the information at our November board meeting for final approval. Motion passes 5-0.

Item 4: Director Higlin updated the board on the following projects:

- a) Dale Pahlke Arena has been slow due to the painters spraying the epoxy paint in the cold and windy conditions. NWC has started pouring concrete for the west grandstand and east grandstand will start next week. The improvements to the racetrack bleachers are complete with concrete and ADA upgrades for the bleachers. The aluminum bleachers will be on site at the end of the week and installation will start Oct. 17 on the west grandstand. The new rodeo panels were ordered and scheduled for delivery mid-November.
- b) Mandan Tennis Center post-tensioned concrete is completed on the tennis courts and pickleball areas. The building is framed, insulated, and stucco is being applied this week to the exterior. The only hold up on the project is windows. Yeadon will be on site at the end of the month to start prepping to install the dome first week in November with an anticipated completion date of Thanksgiving week.
- c) Old Trail Phase 2 multipurpose trail reconstruction has started, and all asphalt has been removed from Sunset to Collins Ave. The trail is scheduled to be completed by the end of the month.

Item 5: Director Higlin stated that we have assumed ownership of the McClelland house west of Memorial Ballpark. Park Operations Manager Fleck is securing quotes to demo the house along with testing for asbestos and lead.

Item 6: Accounting Manager Welch requested approval to designate First International Bank & Trust as a depository for the Park District. The Park District will use this account as a savings account. We currently use Starion Bank for operating account, BNC Bank savings, and Dakota Community Bank & Trust for deposits. Motion by Commissioner Mudder and seconded by Commissioner Froehlich to designate First International Bank & Trust as a depository for the Mandan Park District. Motion passes 5-0. Accounting Manager Welch will secure signatures from President Meschke and Director Higlin to open the account.

Commissioner/Staff Reports: Director Higlin stated that we are in the process of holding multiple portfolio meetings to update our district policies. Once all the polices updated, we will send them to all Commissioners to provide enough time to review and approve at our November board meeting.

Accounting Manager Welch updated the Board on interfund transfers which reflect the funding and financing of all of the current construction projects taking place within the District.

Motion by Commissioner Froehlich and seconded by Commissioner Mudder to approve the monthly bills. Motion passes 5-0.

***Check Summary Register**

11000 STARION FINANCIAL

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|-------|----------------------------|------------|-------------|---|
| 44512 | ADVANCED ENGINEERING AND | 10/11/2022 | \$3,555.25 | Engineering-Boat Ramp Study |
| 44513 | ASSOCIATED POOL BUILDERS | 10/11/2022 | \$43,462.50 | Contractor Pay App #2 - RR ARPA Grant |
| 44514 | ASSOCIATED SUPPLY CO INC | 10/11/2022 | \$1,488.23 | Wave Channel - RR |
| 44515 | AVI SYSTEMS | 10/11/2022 | \$11,858.93 | Camera/NVR upgrade for District Security |
| 44516 | BACKGROUND INVESTIGATION | 10/11/2022 | \$81.80 | August background checks |
| 44517 | BALERUD RENTALS LLC | 10/11/2022 | \$13,750.00 | UTV for Mandan Tennis Center |
| 44518 | BARTH, DALE | 10/11/2022 | \$20.00 | Sept Cell Phone Reimbursement - Park Shop |
| 44519 | BISMARCK MANDAN CHAMBER | 10/11/2022 | \$435.00 | 2023 Chamber EDC Guide Ad - Marketing |
| 44520 | BOWERS EXCAVATING, LLC | 10/11/2022 | \$19,094.70 | Final Pay App - Irrigation - BB/SB |
| 44521 | CITY OF MANDAN | 10/11/2022 | \$4,328.44 | Aug unleaded and diesel - Parks |
| 44522 | ELECTRIC SYSTEMS INC | 10/11/2022 | \$4,222.00 | Troubleshoot Exterior Lights - ASA |
| 44523 | FARSTAD OIL INC | 10/11/2022 | \$171.60 | Propane - SSC |
| 44524 | FERGUSON WATERWORKS | 10/11/2022 | \$2,034.72 | Irrigation Supplies - PW |
| 44525 | FETZER ELECTRIC | 10/11/2022 | \$14,375.55 | Water line for City Water- BB/SB Irrigation |
| 44526 | FRUEH, DAVE | 10/11/2022 | \$67.50 | Sept Mileage Reimbursement - Rec |
| 44527 | COLE HIGLIN | 10/11/2022 | \$138.52 | Remb. For NRPA Lyft Rides |
| 44528 | JOHS, CASEY | 10/11/2022 | \$300.63 | May - September Cell Phone Reimbursement |
| 44529 | KELSCH RUFF KRANDA NAGLE & | 10/11/2022 | \$420.00 | Legal Fees |
| 44530 | KK BOLD | 10/11/2022 | \$30.00 | Website Coding - Marketing |

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|-------|--------------------------|------------|-----------------------|--|
| 44531 | KLJ ENGINEERING LLC | 10/11/2022 | \$7,030.00 | Construction Admin - MTC Grading |
| 44532 | MANN SIGNS INC | 10/11/2022 | \$216.00 | Signs - Shelters, Disc Golf |
| 44533 | MORTON COUNTY AUDITOR | 10/11/2022 | \$725.77 | Park Dist. Share of Mailing Est. Tax |
| 44534 | ND DEPT OF ENVIRONMENTAL | 10/11/2022 | \$420.00 | Boiler Inspection - RR |
| 44535 | NORTHERN TROPHY & | 10/11/2022 | \$501.50 | Sand Volleyball T-Shirts |
| 44536 | NORTHWEST CONTRACTING | 10/11/2022 | \$973,177.62 | Pay App #2-MTC Project |
| 44537 | NOVA FIRE PROTECTION INC | 10/11/2022 | \$150.00 | Annual Sprinkler Inspection - ASA |
| 44538 | NRG TECHNOLOGY SERVICES | 10/11/2022 | \$2,725.72 | October IT Services - Admin |
| 44539 | OTIS ELEVATOR COMPANY | 10/11/2022 | \$2,175.48 | Annual Maintenance Service - SSC |
| 44540 | PLAISTED COMPANIES INC | 10/11/2022 | \$17,892.85 | Construction Mix - PW |
| 44541 | PORTER, TRACY | 10/11/2022 | \$6,783.14 | Nets - MTC |
| 44542 | REMMICK PHOTOGRAPHY | 10/11/2022 | \$280.00 | Marketing Pictures - Eagles and Legion Parks |
| 44543 | SAND CREEK CORPORATION | 10/11/2022 | \$54,501.97 | Pay App #3 - MTC Grading |
| 44544 | NICOLE SCHERR | 10/11/2022 | \$116.25 | Sept Mileage Reimbursement - MAC |
| 44545 | SCHOOL SPECIALTY | 10/11/2022 | \$547.18 | 2 All Terrain racket carts - MTC |
| 44546 | SPIFFY BIFFS | 10/11/2022 | \$438.00 | Portable Restrooms - MM |
| 44547 | STARION BOND SERVICES | 10/11/2022 | \$7,116.88 | Interest - RR Series 2021 Bond |
| 44548 | STEINS INC | 10/11/2022 | \$599.12 | Can Liners - SSC |
| 44549 | THE CREATIVE TREATMENT | 10/11/2022 | \$1,125.00 | 2022 Media Production |
| 44550 | THE PRINTERS INC | 10/11/2022 | \$578.00 | Scorecards for PW |
| 44551 | THOMAS, KELLY | 10/11/2022 | \$50.00 | Sept Cell Phone Reimbursement - Admin |
| 44552 | US FOOD SERVICES INC | 10/11/2022 | \$2,003.02 | Concessions adjustment- SMAC |
| 44553 | VERSATILE VEHICLES, INC. | 10/11/2022 | \$15.00 | Shipping on Diagnostic Tool - PW |
| 44554 | WESTERENG, JOHN | 10/11/2022 | \$40.00 | Aug Cell Phone Reimbursement - MM |
| 44555 | YEADON FABRIC DOMES LLC | 10/11/2022 | \$308,438.48 | Pay App #3 - MTC Dome |
| 44556 | ZANDER BODY SHOP | 10/11/2022 | \$4,720.05 | Vehicle Repair - Park Shop |
| | Total Checks | | \$1,512,202.40 | |
| | US Bank P-Cards | | \$ 30,593.38 | |
| | Payroll 10/14/22 | | \$ 77,572.41 | |
| | Payroll 10/28/22 | | \$ 75,632.28 | |

Motion to adjourn the meeting was at approximately 6:28pm. Motion made by Commissioner Mehlhoff and seconded by Commissioner Froehlich; Motion passes 5-0.

Cole Higlin

Cole Higlin
Clerk, Mandan Park District

Wade Meschke

Wade Meschke










October 10 2022 minutes

Final Audit Report

2022-11-15

| | |
|-----------------|---|
| Created: | 2022-11-15 |
| By: | Kelly Churchill (kchurchill@mandanparks.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAAd9SVQ674rKCvfhQlab_3IGBZNMWR_P7E |

"October 10 2022 minutes" History

-  Document created by Kelly Churchill (kchurchill@mandanparks.com)
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-  Document emailed to cole higlin (chiglin@mandanparks.com) for signature
2022-11-15 - 2:55:38 PM GMT
-  Email viewed by cole higlin (chiglin@mandanparks.com)
2022-11-15 - 3:07:05 PM GMT- IP address: 96.3.192.114
-  Document e-signed by cole higlin (chiglin@mandanparks.com)
Signature Date: 2022-11-15 - 3:07:13 PM GMT - Time Source: server- IP address: 96.3.192.114
-  Document emailed to wade.meschke@msd1.org for signature
2022-11-15 - 3:07:14 PM GMT
-  Email viewed by wade.meschke@msd1.org
2022-11-15 - 3:24:55 PM GMT- IP address: 165.234.101.97
-  Signer wade.meschke@msd1.org entered name at signing as Wade Meschke
2022-11-15 - 5:00:16 PM GMT- IP address: 165.234.101.97
-  Document e-signed by Wade Meschke (wade.meschke@msd1.org)
Signature Date: 2022-11-15 - 5:00:18 PM GMT - Time Source: server- IP address: 165.234.101.97
-  Agreement completed.
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