

Mandan Park District  
Board Meeting Minutes  
April 10, 2023

The Board of Park Commissioners duly met on Monday, April 10, 2023, at City Hall, 205 2<sup>nd</sup> Ave NW in the Bosch Froelich room.

**Attendees:**

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

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

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

**Public Communication:** No one appeared.

**Minutes:** Motion by Commissioner Froehlich and seconded by Commissioner Scott to approve the March 13, 2023, regular meeting minutes. Motion passes 4-0.

**Item #1** Dave Frueh; Recreation & Facilities Manager presented bids for Fairs Field and Leo "Peanuts" Stumpf and Bill Zwarych Youth Baseball Complex. Mr. Frueh's recommendation is to reject bids and rebid Faris Field as soon as possible to secure a dirt contractor to complete the work this fall and complete the ball diamonds in the spring of 2024. Bids for Faris Field without fencing came in at \$844,232. The Park District budgeted \$500,000 and the expectation was having the Girls Fastpitch Club raise additional funds to offset the shortfall. The Girls Fastpitch Club secured \$50,000 for one scoreboard and one dugout naming rights. The youth baseball complex bids were \$4.5 million if all alternates were accepted, and base bids were \$3.1 million. The Baseball Club recommended rejecting bids and narrowing the scope of the project with a new bid date in the fall of 2023. Motion by Commissioner Scott and seconded by Commissioner Mudder to reject the bids as presented and to approve KLJ to rebid Faris Field separately with additional engineering fees in the amount of \$43,200. Motion passes 4-0.

**Item # 2:** Michael Svetz; Pros Consulting presented a mid-point of the Operations Maintenance Staff study. The study presented the data collections, SWPT of Golf Operations, Facilities, and Parks/Grounds, and a District tour on May 8 and 9 along with attending the May 8, 2023, Park Board Meeting. The Mandan Park District currently has 122 acres of developed parks, 139 acres of special use facilities, 47 acres of open space, 17 miles of paved trails, 161,100 of indoor sq ft, 27 holes of golf, archery range, waterpark, 30 camp sites and various shelters. 161,000 sq ft of indoor facilities would be typical for a community the size of 80,000 people. We have a vast park system with all the different amenities offered to the community.

Golf Operations has a strong understanding of their maintenance and currently has best practices in place today. Typically, we do not see this type of detail into creating an operation maintenance plan at municipal golf courses. Mr. Svetz shared the information Garrett Schultz provided with a maintenance standard for every maintenance task.

Park Operations is the area that we wanted to concentrate our efforts on to develop best practice standards. We broke down the line of maintenance services for aquatics, facilities, and parks which is a robust list of responsibilities. Currently Park Operations has general maintenance of parks, athletic fields, Mechanical/Electrical/Plumbing for all indoor facilities, custodial services, grounds, trails, and contract maintenance. Currently Park Operations has 10 FTE and 20 PTE throughout the district. A summary of PTE actual wages spent vs. budget on average had annual savings of \$15,000 due to decrease in employment pool. Mr. Svetz stated that we have a very thin operation of staffing regarding the number of facilities and acreage that we maintain. A spreadsheet of labor allocation showed that we currently use 28,142 hours of labor over 12 months and the District would need an additional 8.1 employees and 15,513 additional labor hours to meet our best practices of maintenance standards. The area that needs the most employees is 4.0 for parks and trails, .4 for DCP, .8 for sports fields, 1.5 SSC, and 1.2 for administrative/management as a park operations director.

President Meschke asked if, across the country, are park districts going away from seasonal employees to more full-time employees. Mr. Svetz stated that is the theme and people are trying to save money on fees, third party vendors, hours of operations, and insuring one person on staff that understands the specialized equipment of indoor facilities (MEP). If we do not do preventive maintenance on schedule and continue to be reactive to the specialized equipment..... This

person can speak the language and manage the contracts and work with third party vendors to ensure they are doing what they are hired to do. Commissioner Mudder asked why we need 4 more FTE for parks and trails. Mr. Svetz stated that standards are 1 FTE per 20 acres. We currently have 122 acres of park property and only 2.4 people allocated. That means we currently have each 2.4 FTE is managing 50 acres of land. There is no way possible that they can handle that much park property. Mr. Svetz needs to get a better understanding of what Park Operations staff are currently doing and determine what is not getting completed. President Meschke asked since the Universal Playground and ballpark have artificial turf, is that taken into consideration? Mr. Svetz feels we are close as to where we need to be with FTE on the ballfields. Typically, a synthetic turf field is 1/3 of the maintenance requirements of a turf field. Director Higlin asked about the breakdown of hours in comparison with the current FTE. How do we compare labor hours at certain facilities and are we are putting too much maintenance labor hours into facilities? Mr. Svetz stated that the most interaction of labor hours is spending most of our time at a level 1 or 2 at Eagles and Legion Park. We are providing level 1 service in the athletic fields and autonomous field painting as an option. Raging Rivers and SSC are the other sides of the high level of service. Once we fine tune the level of frequency of labor hours is meeting the expectations of our community needs. Commissioner Mudder asked that while we add additional facilities, can we get ahead of the game of our future maintenance staff with future projects. Mr. Svetz will develop a set of guidelines for acreages on indoor facilities. It will equate the number of resources needed to add instead of spreading the current staff thinner. Even though you are not operating the program or facilities, we still have responsibility to maintain. Director Higlin stated that we have completed \$58 million for construction and now we have 12 months of maintenance responsibilities. The key findings are what type of staff we hire and where do they concentrate their daily workloads. President Meschke anticipates the need for additional maintenance staff and this report opens our eyes that we provide a lot of park amenities for a community our size.

**Commissioner/Staff Reports:**

Director Higlin stated that the damaged trail kiosk at the intersection of 46<sup>th</sup> Ave Se and Mackenzie Dr has been turned into insurance and we received payment today. The kiosk will get replaced when the weather cooperates this spring. The administrative portfolio meeting has been moved to April 25.

Park Operations Manager Fleck stated that all snow is removed from Memorial Ballpark and SSC fields. Tonight volunteers are assisting removing snow in dugouts and bleachers. Grass fields for softball and soccer will need warmer temperatures to speed up melting. The McClelland home is being demolished this week and could be completed the following week.

Rec. & Facilities Manager Frueh stated that practices have started, and games will be taking place April 13 and will run all weekend. We will have BSC, U Mary and high school games, and will be working together to accommodate all groups.

President Meschke stated that our District is growing, and we will work together to address maintenance staff needs.

Motion by Commissioner Froehlich and seconded by Commissioner Mudder to approve monthly bills as presented. Motion passes 4-0.

**\*Check Summary Register**

44815	ARROW SERVICE TEAM	4/11/2023	\$6,718.42	Repairs at Eagles Park
44816	AVI SYSTEMS	4/11/2023	\$486.20	New Fire Alarm Pull Stations - ASA
44817	BABE RUTH LEAGUE	4/11/2023	\$271.95	Babe Ruth League Charter Fees
44818	BERGSTROM ELECTRIC INC	4/11/2023	\$14,314.50	Electrical Pay App #4 - RR Int. Reno
44819	BISMARCK LUMBER	4/11/2023	\$102.68	14" Ridge - Rodeo Arena Improvements
44820	BISMARCK MANDAN CHAMBER	4/11/2023	\$325.00	Chamber Annual Dues
44821	BSN SPORTS	4/11/2023	\$2,973.16	Baseball Pants
44822	BURIAN & ASSOCIATES LLC	4/11/2023	\$1,180.00	BB/SB Irrigation Phase 2 - Corp Permitting
44823	C & H GLASS COMPANY	4/11/2023	\$6,869.00	Mandan Rodeo Arena - Ticket Office Windows
44824	CAPITAL TROPHY INC	4/11/2023	\$297.85	Convertible Tablecloth - Marketing
44825	CITY OF MANDAN	4/11/2023	\$676.63	Feb Unleaded & Diesel - Parks
44826	DAKOTA AWARDS	4/11/2023	\$15.00	Living Tree Leaf Memorial Plate - Marketing
44827	EAPC ARCHITECTS ENGINEERS	4/11/2023	\$6,379.80	RR Interior Reno - Design
44828	FARSTAD OIL INC	4/11/2023	\$367.78	Propane - SSC
44829	FRUEH, DAVE	4/11/2023	\$110.04	March Mileage Reimbursement - Rec
44830	GOALROBBER HOCKEY	4/11/2023	\$500.00	Four AnchorPegs - SSC
44831	I GEAR	4/11/2023	\$2,855.53	Pahlke Hats - Rodeo Arena Grand Opening
44832	ICON ARCHITECTURAL GROUP	4/11/2023	\$74,109.73	Constr Admin - Park Mtnc Bldg
44833	ILSE, INC.	4/11/2023	\$500.00	Soccer Well Permit Application
44834	IRONSIDES CONSTRUCTION	4/11/2023	\$61,798.49	Construction Pay App #5 - RR Interior

44835	JOHS, CASEY	4/11/2023	\$62.88	March Mileage Reimbursement - Rec
44836	K & K INSURANCE GROUP	4/11/2023	\$1,560.00	Babe Ruth League Insurance Fees
44837	KK BOLD	4/11/2023	\$480.00	Design Website
44838	L & H ELECTRIC	4/11/2023	\$21,868.25	Electrical Pay App #1 - Park Mtnce Bldg
44839	NRG TECHNOLOGY SERVICES	4/11/2023	\$3,056.08	April I.T. Services
44840	PROS CONSULTING INC	4/11/2023	\$9,000.00	Consultations - Park Operations Maintenance
44841	PROSTYLE PRODUCTION	4/11/2023	\$500.00	WDA Tournament Advertising for RR -
44842	RED RIVER REFRIDGERATION	4/11/2023	\$5,832.62	Ammonia Leak - SSC
44843	RIVARDS TURF ABD FORAGE	4/11/2023	\$1,166.49	Turf Paint - PW
44844	SAMMONS, CASEY	4/11/2023	\$87.50	Cell Phone Reimbursement Correction: 6
44845	NICOLE SCHERR	4/11/2023	\$117.29	March Mileage Reimbursement - MAC
44846	SP&E	4/11/2023	\$295.00	Volleyball Parts - ASA
44847	STARION BOND SERVICES	4/11/2023	\$347,446.88	RR Series 2021 Refunding Bonds Int Pymt 2
44848	STEINS INC	4/11/2023	\$494.99	Trash Bags - SSC
44849	SVL SERVICE CORP	4/11/2023	\$1,532.58	Frieght on Heat Exchanges - SSC
44850	THOMAS, KELLY	4/11/2023	\$50.00	March Cell Phone Reimbursement - Admin
44851	VAN BRIESEN, DREW	4/11/2023	\$33.92	March Cell Phone Reimbursement - PW
44852	VERMONT SYSTEMS INC	4/11/2023	\$700.00	VSI Update portion of new website
44853	VOGEL, JODI	4/11/2023	\$650.00	Park Admin Office Cleaning - March
44854	WESTERENG, JOHN	4/11/2023	\$40.00	March Cell Phone Reimbursement - MM

<b>Total checks</b>	<b>\$575,826.24</b>
<b>Starion P-cards</b>	<b>\$33,401.71</b>
<b>US Bank P-cards</b>	<b>\$5,994.47</b>
<b>4-14-23 Payroll</b>	<b>\$79,056.29</b>
<b>4-28-23 Payroll</b>	<b>\$84,363.24</b>

The motion to adjourn the meeting was at approximately 6:30pm. Motion made by Commissioner Mudder and seconded by Commissioner Froehlich; Motion passes 4-0.

*Cole Higlin*

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Cole Higlin  
Clerk, Mandan Park District




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Wade Meschke










# April 10 2023 minutes

Final Audit Report

2023-05-09

Created:	2023-05-09
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAnVPf8g0OBLu16m_JkVIQplrogWGztUiD

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