

Mandan Park District
Board Meeting Minutes
May 8, 2023

The Board of Park Commissioners duly met on Monday, May 8, 2023, at City Hall, 205 2nd Ave NW in the Bosch Froelich room.

Attendees:

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

Park District Staff present: Cole Higlin, 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 Mudder and seconded by Commissioner Froehlich to approve the April 10, 2023, regular meeting minutes. Motion passes 5-0.

Item #1 Bismarck Mandan Chamber Leadership Group led by Andrew Stromme presented about a proposed Winter Playground at Sunset Park. The goal of the group is to provide a public sledding hill and outdoor skating rink as part of phase 1 which is estimated at \$28,000. The proposed sledding hill is located at Sunset Park north of the skate park and Davenport Hill. The area has a paved trail for access, Brave Center parking lot and potential use of bathrooms, and the land is already owned by the Park District. Phase 2 is estimated at \$1 million, and this includes a warming house, rentals for snowshoeing, cross country skiing, and solar lights. A survey was sent to the community with 572 results supporting the site for a proposed sledding hill. Commissioner Mehlhoff asked what is the plan with extension of streets west to the Lohstreeter area? Commissioner Mehlhoff was concerned that any permanent structure needs to be considered after the city determines which roads will be extended to the west as part of the Mandan Placemaking Study. Consensus among Park Commissioners and Leadership Group concurred and agreed that phase 1 would be the preferred direction at this time. Mr. Stromme stated that we are not looking for financial support at this time, we are requesting approval to proceed with planning and discussions with Director Higlin and bring back a final plan and timeline later. Motion by Commissioner Mudder and seconded by Commissioner Scott to approve the Chamber Leadership Group with planning and discussions if there is no impact to mountain bike trail or frisbee golf course. Motion passes 5-0.

Item # 2: Michael Svetz; Pros Consulting presented a mid-point of the Operations Maintenance Staff study. The study presented the data collections Facilities, and Parks/Grounds, and a District tour on May 9. 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, an archery range, a waterpark, 30 camp sites and various shelters. 161,000 sq ft of indoor facilities have been reorganized and placed in categories for level of maintenance that dropped our FTE from 8 to 4 FTE needs in park operations. The area of needs is the following: full time equivalent of 1 full time at developed parks, .6 at soccer complex, 1.6 Sports Complex, and 1 Park Operations Manager to oversee the risk management and planning of the maintenance of facilities and grounds. The summary of seasonal employees in relation to the savings of seasonal staff annually is taken into consideration as using all dollars allocated for seasonal help and added the additional FTE's. Typically, the increase in FTE is phased in over a 4-5-year period. The next steps are to tour the facilities tomorrow and fine tune the maintenance responsibilities and develop a best practice level of maintenance and see if we can further dial in our FTE needs. The resources that we have available are doing what we say we are doing and addressing the maintenance tasks and refine them to meet our task standards vs. budget. Mr. Svetz stated that we will have a final report in June. Commissioner Mudder asked for ideas to find part time employees to help meet our shortage of applicants. Mr. Svetz stated that fast food restaurants are offering benefits, college tuition and higher hourly rates. Director Higlin stated that the increase in seasonal wages is directly related to the higher hourly rates we currently pay. Park Operations Manager Fleck has reduced our maintenance responsibilities by eliminating cleanup at the rodeo and racetrack on the weekends. The addition of year-round rentals and all the new facilities has put a strain on the staff. President Meschke stated at our Administration Portfolio meeting that we can remain mill neutral with the addition of 2 FTE for Park Operations for ASA and another position TBD where they would work. In addition, we are adding back one accounting position that was full-time prior to covid.

Item 3: Director Higlin presented a proposal from Colliers Securities to sell revenue bonds for the construction of the Park Operations Maintenance Building. Director Higlin stated that construction is set to start next week. Director Higlin summarized the construction costs of \$3.1 million and that we had \$1.3 million of cash set aside for the payments. We would need to finance \$1.8 million plus fees and the bond is callable every five years. Director Higlin stated that tonight we are only approving Colliers Securities to start the process of selling the bonds and they will come back with exact principal and interest payments in June or July. The annual payment for twenty years is estimated at \$138,000. Motion by Commissioner Froehlich and seconded by Mehlhoff to approve Colliers Securities to secure revenue bond financing in the amount of \$1.8 million for the park operations maintenance building. Motion passes 5-0.

Item 4: Director Higlin requested approval to pay for a change order associated with 16th St NE from the City of Mandan. The change order relates to the material delays and timeline for the completion of the Mandan Tennis Center. The total change order was \$77,379 and I feel the Park District should be responsible for 50% as we requested sanitary to be installed to have the parking lot available for the fall football season. The Park District was not made aware of the potential change order until seven months after the original meeting. Director Higlin recommends paying for the change order from the general fund and not special assess it due to a five-year timeline and a 10% fee and interest. Motion by Commissioner Scott and seconded by Commissioner Froehlich to approve paying \$38,689.50 for 16th St NE change order using general fund dollars for payment. Motion passes 5-0.

Item 5: Director Higlin provided an update on the following construction projects:

- Raging Rivers exterior was completed last week with a new liner in the kiddie pool and lazy river. The interior renovations are scheduled to be completed May 12 with our final walk through. As a reminder we received a \$541,000 ARPA grant which we have received 90% and will close the project out next month.
- Dale Pahlke Arena has been getting a lot done the past two weeks. The crow's nest, video board stand, dirt work and back pens and chutes are set. Items remaining are chain link around the perimeter, black dirt spread and seeded, and the main arena. June 1, 2023 is our grand opening for the facility.
- Community gardens will be available May 12, 2023, as Bowers finishes connecting the water line. Park Operations tilled the plots and will add gravel for access to the site.
- Mandan Tennis Center had the final punch list walk through last week and pickleball coating will be installed the week of May 15, 2023.
- Park Operations Manager Fleck stated that the construction of the Park Operations building has broken ground and the foundation and footings are scheduled to start the following week.

Commissioner/Staff reports: Director Higlin asked for interest from Park Commissioners to attend the NRPA conference October 9-13, 2023. Director Higlin stated that he will send a link with conference information and have it up for discussion at next month's board meeting.

Motion by Commissioner Mehlhoff and seconded by Commissioner Scott to approve monthly bills as presented. Motion passes 5-0.

*Check Summary Register

44860	ACCURATE DOOR	5/9/2023	\$3,420.00	Metal Doors & Installation Eagles Park
44861	ANDRES, JOEL	5/9/2023	\$1,200.00	Move Shed at Park Shop
44862	ANYTIME WORKS	5/9/2023	\$7,300.00	Install Pavillion Roof and Wall Steel Rodeo
44863	ASSOCIATED POOL BUILDERS	5/9/2023	\$35,207.00	RR Exterior Improvements
44864	AVI SYSTEMS	5/9/2023	\$4,620.00	Alarm Monitoring Annual Fee
44865	BACKGROUND INVESTIGATION	5/9/2023	\$14.00	April Background Check Subscription
44866	BERGSTROM ELECTRIC INC	5/9/2023	\$11,047.50	RR Interior Reno Electrical pay app #5
44867	BISMARCK LUMBER	5/9/2023	\$8,591.35	Pavillion Steel Rodeo
44868	BORDER STATES INDUSTRIES	5/9/2023	\$192.75	ASA Ballasts
44869	BSN SPORTS	5/9/2023	\$8,145.04	Baseball hats and belts
44870	BURIAN & ASSOCIATES LLC	5/9/2023	\$747.50	BB/SB Irrigation Phase 2 Permitting
44871	BUTLER MACHINERY CO.	5/9/2023	\$40.84	Nuts-Parks
44872	CENTRAL MECHANICAL INC	5/9/2023	\$4,081.21	Gas Valve Replacement SSC
44873	CHI ST ALEXIUS HEALTH	5/9/2023	\$250.00	1st Qtr EAP fees
44874	CITY OF MANDAN	5/9/2023	\$2,343.76	Unleaded and Diesel - March - Parks
44875	COLE PAPERS INC	5/9/2023	\$630.50	Hand Soap SSC

44876	DAKOTA FIRE STATION INC	5/9/2023	\$413.70	Fire Extinguisher and Hood Inspection PW
44877	DAKOTA STAR GYMNASTICS	5/9/2023	\$616.26	March, April, May Health Insurance Premium
44878	DIRK PLUMBING & HEATING INC	5/9/2023	\$33,351.63	Furnace Chimney Repair MM
44879	EAPC ARCHITECTS ENGINEERS	5/9/2023	\$2,126.60	RR Interior Renovations Professional Services
44880	ELECTRIC SYSTEMS INC	5/9/2023	\$425.00	Baseball Stadium Light Repair
44881	FARSTAD OIL INC	5/9/2023	\$1,530.81	Propane - SSC
44882	FLADELAND MECHANICAL, INC.	5/9/2023	\$10,800.00	Park Operations Building Mechanical Pay app
44883	FRUEH, DAVE	5/9/2023	\$117.90	Mileage Reimbursement - April - Rec
44884	GRONDAHL RECREATION	5/9/2023	\$3,769.00	(2) 3 Row Tip N Roll Bleachers MTC
44885	I GEAR	5/9/2023	\$2,080.65	Rodeo Arena T-Shirts
44886	IRONSIDES CONSTRUCTION	5/9/2023	\$96,806.80	RR Interior Renovations Contractor pay app #6
44887	J.T. FIRE, LLC	5/9/2023	\$60.00	Annual Fire Extinguisher Inspection
44888	KK BOLD	5/9/2023	\$3,870.00	Annual Website Hosting Fee - Marketing
44889	KLJ ENGINEERING LLC	5/9/2023	\$11,985.00	Engineering - Baseball
44890	MANDAN PUBLIC SCHOOLS	5/9/2023	\$5,000.00	School District's share of Boys and Girls
44891	MANN SIGNS INC	5/9/2023	\$95,780.00	Conference Room Sign - Marketing
44892	MENARDS	5/9/2023	\$1,861.51	Rodeo Arena Pavillion Lumber
44893	ND DEPT OF ENVIRONMENTAL	5/9/2023	\$1,450.00	Fuel Tank Registration SSC
44894	NORTHERN TROPHY &	5/9/2023	\$4,568.93	Youth Volleyball Shirts
44895	NOVA FIRE PROTECTION INC	5/9/2023	\$1,544.00	Repair Sprinkler Piping ASA
44896	NRG TECHNOLOGY SERVICES	5/9/2023	\$3,384.47	May I.T. Services
44897	R & R SPECIALTIES INC	5/9/2023	\$1,734.95	Ice Paint SSC
44898	REVEL DIGITAL OPERATIONS	5/9/2023	\$150.00	Digital TV Template at SSC - Marketing
44899	RIVARDS TURF AND FORAGE	5/9/2023	\$15,122.60	Fertilizer, Chemical. Fungicide, Herbicide PW
44900	ROTO ROOTER SEWER & DRAIN	5/9/2023	\$150.00	Remove Washer from Toilet - SSC
44901	NICOLE SCHERR	5/9/2023	\$68.12	Mileage Reimbursement - April - MAC
44902	STEINS INC	5/9/2023	\$1,834.54	SSC Cleaning Supplies
44903	SVL SERVICE CORP	5/9/2023	\$649.00	Boiler Training SSC
44904	TEN SERVICES INC	5/9/2023	\$2,750.00	Crane rental for setting Crow's Nest at Rodeo
44905	BISMARCK TRIBUNE	5/9/2023	\$596.00	Faris Field Renovation Advertisement
44906	THE CREATIVE TREATMENT	5/9/2023	\$862.50	Summer 2023 Media Project
44907	THE PRINTERS INC	5/9/2023	\$390.00	Golf Cart Stickers PW
44908	THOMAS, KELLY	5/9/2023	\$50.00	Cell Phone Reimbursement - March - Admin
44909	VAN BRIESEN, DREW	5/9/2023	\$33.92	Cell Phone Reimbursement - March - PW
44910	VOGEL, JODI	5/9/2023	\$650.00	Admin Cleaning Services
44911	WESTERENG, JOHN	5/9/2023	\$40.00	Cell Phone Reimbursement - April MM
44912	WESTERN EDGE ELECTRIC, INC	5/9/2023	\$15,750.00	Rodeo Arena Electrical Pay app #7
44913	ZANDER BODY SHOP	5/9/2023	\$796.83	Refinishing 3 Doors - Parks
Total Checks			\$411,002.17	
US Bank CC			\$ 1,666.39	
Starion Bank CC			\$ 19,450.03	
5/12/23 Payroll			\$ 95,960.88	
5/26/23 Payroll			\$112,190.73	

The motion to adjourn the meeting was at approximately 6:38pm. Motion made by Commissioner Mudder and seconded by Commissioner Scott; Motion passes 5-0.

Cole Higlin

Cole Higlin
Clerk, Mandan Park District



Wade Meschke










May 8 2023 minutes

Final Audit Report

2023-06-13

Created:	2023-06-13
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwWPhJGL3kPcWmMsYUPuBlaATq3olalbs

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