

Mandan Park District  
Board Meeting Minutes  
November 13, 2023

The Board of Park Commissioners duly met on Monday, November 13, 2023, at City Hall, 205 2<sup>nd</sup> Ave NW in the Bosch Froelich room.

**Attendees:**

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

Park District Staff present: Cole Higlin, Kelly Thomas, Garrett Schultz, 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 Mudder to approve the October 9, 2023, regular meeting minutes. Motion passes 4-0.

**Item #1:** Facility Manager Dave Frueh requested approval to approve the engineering services with KLJ and to amend the Mandan Baseball Club agreement.

The cost estimate is \$5 million to be paid for by the Mandan Baseball Club. The scope of the project includes synthetic turf on diamonds 9 and 10, new chain on diamonds 9-12, two new batting cages between diamonds 9 and 10, new dugouts on diamond 9 and 10, and additional safety netting/fencing on diamond 9 left field line. The only alternate is the grandstand for diamond 9.

Commissioner Mudder asked if we have a plan in place for replacement or repairs to the fields after construction. Facility Manager Frueh stated that we will have to plan for replacement in our capital improvement plan and utilize the vision fund for restricting funds and hope to match them with the Mandan Baseball Club. Commissioner Mudder asked if we have sufficient equipment with the addition of two additional synthetic turf fields. Facility Manager Frueh feels we have enough equipment to maintain all the fields adequately since we don't use the turf equipment at the same time.

Commissioner Mudder inquired about future tournaments' impact for parking and rest room needs to the area. Facility Manager Frueh stated that we have acquired the McClelland property that could expand parking needs along with the gravel parking lot north of the Park Operations Building that will tie both Faris Field and youth complex together. For large events we currently bring in porta potties and the current concessions stand services the entire complex well today. President Meschke stated that we are not building more diamonds, we are just enhancing what we have today. President Meschke asked if we are going to charge for field use for tournaments to help add to our vision fund like the rental agreement that we have in place today with Memorial Ballpark.

President Meschke asked Rob Oster representing the Mandan Baseball Club if they have financing in place and how they plan on paying for the \$5 million project. Mr. Oster stated that the Mandan Baseball Club has a healthy fund balance in place currently and additional gaming revenue coming in 2024 and soliciting naming rights for the fields. The goal is to have a good portion of the funds in hand and a loan will be in the Mandan Baseball Club's name. Director Higlin stated that the Park District will invoice the Mandan Baseball Club monthly for reimbursement of all pay requests associated with the renovation.

The timeline for the project is to open bids in January 2024, and present them for approval at our February 12, 2024, board meeting. Construction is scheduled to start after July 15 on diamonds 9 and 10, diamonds 11 and 12 will start by August 5, 2024.

Motion by Commissioner Mudder and seconded by Commissioner Froehlich to approve engineering services with KLJ in the amount of \$208,150 with \$102,100 outstanding for design and bidding of the youth baseball complex renovation. Motion passes 4-0.

Motion by Commissioner Mehlhoff and seconded by Commissioner Mudder to approve the amended agreement with the Mandan Baseball Club reflecting the \$5 million estimate and scope of the project. Motion passes 4-0.

**Item # 2:** Director Higlin updated the board on Faris Field and requested approval for a change order in the amount of \$62,856 due to miscalculations regarding the amount of fill left over from the Park Operations construction project. The contractor on the Park Operations project stated that there would be 4,000 yards of fill that could be used for Faris Field. The actual amount of fill was around 500 yards which puts us 3,500 yards of fill and black dirt short. Director Higlin stated that we will be hauling 3,500 yards of topsoil from the tennis center site for free. Motion by Commissioner Froehlich and seconded by Commissioner Mudder to approve the change order in the amount of \$62,856 using general fund dollars. Motion passes 4-0.

**Item # 3:** Golf Operations Manager Garrett Schultz presented 2024 golf rates for approval. It was recommended by staff to not increase golf rates except for the driving range pass. The driving range season pass would increase \$50.00 for 2024 season comparing competition rates and additional maintenance duties and costs to maintain it. Motion by Commissioner Mehlhoff and seconded by Commissioner Froehlich to approve 2024 golf rates as presented. Motion passes 4-0.

**Item # 4:** Director Higlin requested approval for the following bids:

- a) To award audit bids to Brady Martz for three years. Motion by Commissioner Mehlhoff and seconded by Commissioner Froehlich to award Brady Martz for our annual audit for three years. Motion passes 4-0.
- b) Pepsi Bottling Company for five-year exclusive beverage contract accepting option 1. Motion by Commissioner Mudder and seconded by Commissioner Mehlhoff to approve Pepsi as our exclusive beverage provider for five years and accepting option 1. Motion passes 4-0.

**Item # 5:** Community Engagement Manager Kelly Thomas requested approval to increase funding for a new MAC van. We budgeted \$35,000 in 2022 and transferred the funds to 2023 since we couldn't locate a van. We now have two options for a van; however, the cost has increased to \$47,605. Motion by Commissioner Froehlich and seconded by Commissioner Mehlhoff to approve amending the 2024 MAC van budget from \$35,000 to \$47,605 for a 2024 Chevy Express Passenger Van. Motion passes 4-0.

**Commissioner/Staff reports:** No report.

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

### \*Check Summary Register

45230	701 CAULKING AND SEALANT	11/14/2023	\$1,500.00	Caulking - Eagles Park
45231	ADVANCED BUSINESS	11/14/2023	\$567.97	Balance on Color Copies from Previous Savin
45232	ADVANCED ENGINEERING AND	11/14/2023	\$8,502.50	Boat Ramp - Prelim Design
45233	AVI SYSTEMS	11/14/2023	\$1,354.20	SSC Yearly Fire Alarm Monitoring
45234	BAUER CONCRETE INC	11/14/2023	\$5,000.00	Wood Shed Concrete Pad - Parks
45235	BSN SPORTS	11/14/2023	\$330.72	SSC Staff Sweatshirts
45236	CAPITAL CITY CONSTRUCTION	11/14/2023	\$334,641.00	Pay App #7 - General Construction- Park
45237	CASTILLO, ISABELLA	11/14/2023	\$6.58	MAC Reimbursement for Ice Cream
45238	CENTRAL MECHANICAL INC	11/14/2023	\$8,790.45	SSC HVAC Repairs and Maintenance
45239	CITY OF MANDAN	11/14/2023	\$2,965.06	September Unleaded & Diesel-Parks
45240	DAKOTA PLAYGROUND	11/14/2023	\$199,260.00	Universal Playground - Resurface Poured-In-
45241	DENNYS ELECTRIC LLC	11/14/2023	\$44,077.50	Elect Pay App #1 - Memorial Ballpark
45242	DEUCES WILD SEPTIC	11/14/2023	\$185.00	Pump Wash Pit - PW
45243	DIRK PLUMBING & HEATING INC	11/14/2023	\$10,000.00	RR Replacement Boiler at Bathhouse
45244	ELECTRIC SYSTEMS INC	11/14/2023	\$700.00	SSC Scoreboard Repair
45245	ENERGY TECH SYSTEMS INC	11/14/2023	\$70.50	ASA Humidifiers Troubleshooting
45246	FARSTAD OIL INC	11/14/2023	\$335.15	SSC Propane
45247	FRUEH, DAVE	11/14/2023	\$141.48	October Mileage Reimbursement - SSC
45248	ICON ARCHITECTURAL GROUP	11/14/2023	\$8,362.42	Construction Admin-Park Operations Building
45249	JACOBSMEYER, SIERRA	11/14/2023	\$129.61	September Cell Phone Reimbursement - Rec
45250	KLJ ENGINEERING LLC	11/14/2023	\$1,445.00	Construction Admin - Faris Field
45251	LPT IMAGES	11/14/2023	\$350.00	Raging Rivers and Golf Photographs-
45252	MANN SIGNS INC	11/14/2023	\$1,630.00	SSC Stand Off Caps on Existing Signs
45253	ND DEPT OF ENVIRONMENTAL	11/14/2023	\$130.00	RR Boiler Inspection
45254	NORTH DAKOTA GOLF	11/14/2023	\$240.00	US GHIN Fees - PW
45255	NORTHERN TROPHY &	11/14/2023	\$1,801.76	2023 Winter Daze Sweatshirts
45256	NORTHWEST CONTRACTING	11/14/2023	\$86,456.76	Rodeo Arena Concrete

45257	NRG TECHNOLOGY SERVICES	11/14/2023	\$5,111.41	Wifi Repairs - Lightning
45258	OLSON, ALYSSA	11/14/2023	\$13.16	MAC Reimbursement for Ice Cream
45259	PLAISTED COMPANIES INC	11/14/2023	\$2,566.64	Sand - PW
45260	PRAIRIE ENGINEERING PC	11/14/2023	\$6,000.00	Design, bidding, negotiations - Memorial
45261	R & R SPECIALTIES INC	11/14/2023	\$937.13	SSC Zamboni Blade Sharpening
45262	REINDERS, INC	11/14/2023	\$5,348.53	Snow Mold Fungicide - PW
45263	ROSS, AVA	11/14/2023	\$21.63	MAC Reimbursement for Ice Cream
45264	SAMMONS, CASEY	11/14/2023	\$22.50	Septemer/October Cell Phone
45265	SAND CREEK CORPORATION	11/14/2023	\$109,717.43	Contractor Pay App #1 - Faris Field
45266	SPIFFY BIFFS	11/14/2023	\$511.00	Portable Restroom - Kautzmann Park
45267	STARION INSURANCE	11/14/2023	\$160.00	Ins Premium for Air Compressor - Shop
45268	STEINS INC	11/14/2023	\$429.00	SSC Ice Rink Chemicals
45269	THE PRINTERS INC	11/14/2023	\$90.00	Giving Tuesday Cards-Marketing
45270	THOMAS, KELLY	11/14/2023	\$146.74	September/October Mileage Reimbursments -
45271	THOMPSON, KYLIE	11/14/2023	\$13.16	MAC Reimbursement for Ice Cream
45272	TRANSTRASH	11/14/2023	\$1,227.23	Garbage - Softball
45273	TW ENTERPRISES, INC.	11/14/2023	\$826.72	MTC Annual Generator Maintenance
45274	VOGEL, JODI	11/14/2023	\$650.00	October Office Cleaning - Admin
45275	WARRENS LOCKS AND KEYS	11/14/2023	\$35.00	Door Cover - Parks
45276	WESTERENG, JOHN	11/14/2023	\$40.00	September Cell Phone Reimbursement - MM
45277	WESTERN EDGE ELECTRIC, INC	11/14/2023	\$9,450.00	Power for 2nd Food Vendor - MTC
45278	WHITE CAP, L.P.	11/14/2023	\$4,801.50	Mulch - MM

**Total Checks \$867,092.44**

**Starion P-cards \$15,174.95**

**11/10/23 Payroll \$88,120.75**

**11/24/23 Payroll \$87,554.46**

The motion to adjourn the meeting was at approximately 6:18pm. Motion made by Commissioner Froehlich and seconded by Commissioner Mudder. Motion passes 4-0.

*Cole Higlin*

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Cole Higlin  
Clerk, Mandan Park District

*Wade Meschke*

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Wade Meschke  
Park Board President










# November 13 2023 board minutes

Final Audit Report

2023-12-12

Created:	2023-12-12
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAawHD0oxVwPLNlr2PiuEAuWERxy1O-LOz5

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Signature Date: 2023-12-12 - 3:38:29 PM GMT - Time Source: server- IP address: 96.3.192.114
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Signature Date: 2023-12-12 - 4:39:51 PM GMT - Time Source: server- IP address: 165.234.101.98
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