

Mandan Park District
Board Meeting Minutes
December 11, 2023

The Board of Park Commissioners duly met on Monday, December 11, 2023, at City Hall, 205 2nd Ave NW in the Bosch Froelich room.

Attendees:

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

Park District Staff present: Cole Higlin, Garrett Schultz, and Dustin Fleck.

Vice President Mehlhoff 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 November 11, 2023, regular meeting minutes. Motion passes 4-0.

Item #1: Golf Operation's Manager Garrett Schultz requested approval to advertise one hundred golf carts, seven utility carts, and three food and beverage carts for the 2025-2027 golf season. The lease would be for three years instead of our previous four-year lease to allow us the opportunity to change over to electric carts pending the construction of a new Golf Operations building in the future. The current maintenance building would be retro fitted to accommodate electric carts at the end of this 2025-2027 golf cart lease. The reason for making the request earlier than normal years is the ability to have carts delivered in time.

Golf Operations Manager Schultz also requested approval to advertise for bids for capital equipment replacement plan for parks and golf needs. The golf operations are bidding large area fairway mower, greens mower, heavy duty utility vehicle, green roller. Park operations is requesting a large area mower and alternate bids for a front rotary mower and utility vehicle.

Bids for golf cart lease and equipment are scheduled for January 3, 2024, at 1:30pm. Director Higlin stated these items are part of the five-year revolving loan for equipment replacement that we have been doing for many years. This allows us to cash flow district finances and keep up with replacement of equipment. Pending the total cost of equipment, we will have to build the cost of the loan as part of the 2025 budget.

Motion by Commissioner Scott and seconded by Commissioner Mudder to approve advertising for bids for the 2025-2027 golf cart lease and 2025 equipment. Motion passes 4-0.

Item # 2. Golf Operations Manager Garrett Schultz requested approval to renew the Brent Weber golf contract for 2024-2026. The contract remains the same except for a three-year contract instead of two years. Motion by Commissioner Scott and seconded by Commissioner Froehlich to approve a three-year contract with Brent Weber as Golf Pro for Prairie West and Mandan Municipal Golf Course. Motion passes 4-0.

Item # 3: Director Higlin provided an overview of current construction projects:

- a) The Park Operations building has sheeting installed on the north and west walls. The goal is to have the building fully enclosed by the end of the year and operations to staff in the spring of 2024.
- b) The contractor for Faris Field completed hauling all the topsoil that was approved last month and spread on site. We are waiting on MDU to remove two electrical poles and reroute overhead power lines underground within the easement between Faris Field and Park Operation building. Once poles are removed, agri-lime will start to be hauled over the winter months and spread as weather allows.

- c) Memorial Ballpark Lighting upgrades is complete; we are waiting on MDU to install the transformer and make electrical connections and the system should be up and running by the end of the year.
- d) Irrigation phase 2 has been delayed with permitting applications to the Corp. of Engineering as we are currently at 26 months pending permit approval. Since the application submittal, the return of investment has doubled and currently does not make sense to proceed with the cost of inflation. Pending approval, we would have two years to decide whether to proceed with phase 2 of the irrigation project.
- e) Starion Sports Complex locker room expansion has been on hold for two years since construction costs have also increased drastically since 2021. The Mandan Hockey Club reached out to discuss revisiting this project and we have not heard anything for a couple of weeks.

Item # 4: Director Higlin presented 2024 board meeting dates and holidays for approval. Motion by Commissioner Froehlich and seconded by Commissioner Scott to approve 2024 board meeting dates. Motion passes 4-0.

Commissioner/Staff reports: Director Higlin updated the board on letters to groups that lease Park District property from the City Assessor. According to NDCC 57-02-26 user groups that are not tax exempt may be required to pay a portion of property taxes. User groups that are not a 501 (C) may be required to pay. Director Higlin stated that Attorney Ruff is working on an MOU with the City of Mandan on multi-purpose trail ownership and defining maintenance responsibilities between one another. Trails that are on Park District property are the responsibility of the District, however trails not on park property is the question that Attorney Ruff is working on.

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

***Check Summary Register**

45281	ACCURATE DOOR	12/12/2023	\$2,909.00	Baseball Door Repair - Vandalism
45282	ADVANCED BUSINESS METHOD	12/12/2023	\$238.65	Dec Copier Mtncce Fee - Admin
45283	ADVANCED ENGINEERING AND	12/12/2023	\$8,649.19	Boat Ramp - Prelim Design
45284	ALYEA, CODY	12/12/2023	\$145.02	July thru November Cell Phone
45285	ANDRES, JOEL	12/12/2023	\$975.00	Shed Relocation - Parks
45286	BANYON DATA SYSTEMS INC	12/12/2023	\$1,035.00	Annual Support for Actcg Software
45287	BISMARCK LUMBER	12/12/2023	\$1,137.39	Community Garden Shed
45288	CAPITAL CITY CONSTRUCTION	12/12/2023	\$88,685.00	Park Operation Building - Construction Pay
45289	CITY OF MANDAN	12/12/2023	\$2,406.72	October Unleaded and Diesel - Parks
45290	DAKOTA JUNIOR GOLF	12/12/2023	\$1,752.00	DJGA Matching Grant for Jr & Adult golf sets
45291	DAKOTA STAR GYMNASTICS	12/12/2023	\$616.26	Oct - Dec Health Insurance Premiums
45292	DENNYS ELECTRIC LLC	12/12/2023	\$290,610.42	Memorial Ballpark Lighting Upgrades -
45293	DIRK PLUMBING & HEATING INC	12/12/2023	\$727.80	Preventive Maintenance: Bolts, Controller -
45294	EASY PICKER GOLF PRODUCTS	12/12/2023	\$2,136.76	Range Picker Disc Assemblies - PW
45295	FERGUSON WATERWORKS	12/12/2023	\$988.57	Irrigation Radio - PW
45296	FIRESIDE OFFICE SOLUTIONS	12/12/2023	\$396.00	Paper Vision Annual Mtncce Agreement -
45297	FLADELAND MECHANICAL, INC.	12/12/2023	\$17,910.00	Park Operation Building - Mechanical Pay
45298	FRUEH, DAVE	12/12/2023	\$165.06	November Mileage Reimbursement - SSC
45299	HAAG SIGNS, INC	12/12/2023	\$305.00	Gray Oil Decal - SSC
45300	ICEBUILDERS SUPPLY	12/12/2023	\$7,050.00	Replced computer and updated Ignition
45301	JACOBSMEYER, SIERRA	12/12/2023	\$126.88	November Cell Phone Reimbursement - Rec
45302	JOHS, CASEY	12/12/2023	\$100.00	Oct-Nov cell phone reimbursement - Rec
45303	KLJ ENGINEERING LLC	12/12/2023	\$44,715.00	Faris Field Construction Admin
45304	MANDAN PROGRESS	12/12/2023	\$1,120.00	Mandan Bucks for Christmas Staff
45305	MANN SIGNS INC	12/12/2023	\$875.00	Mandan Ballpark Sign - Marketing
45306	NDSU SOIL TESTING LAB	12/12/2023	\$500.00	Soil Testing - Parks
45307	NEDLYNNS PAINTING &	12/12/2023	\$9,995.00	Repair Water Damage in Admin Building
45308	NORTHERN TROPHY &	12/12/2023	\$829.50	Kickball Shirts
45309	NRG TECHNOLOGY SERVICES	12/12/2023	\$4,106.58	December I.T. Services
45310	PLAISTED COMPANIES INC	12/12/2023	\$2,553.38	Bunker Sand - PW
45311	PRODUCTIVE PARKS LLC	12/12/2023	\$5,063.00	Golf/Parks/Facilities Maintenance Software
45312	RIEPL. TYRA	12/12/2023	\$100.00	October Cell Phone Reimbursement -
45313	SAMMONS, CASEY	12/12/2023	\$25.09	November Cell Phone Reimbursement - Parks
45314	SAND CREEK CORPORATION	12/12/2023	\$131,859.21	Faris Field Renovation - Construcion Pay App
45315	SKEELS ELECTRIC	12/12/2023	\$5,515.00	RR bldg - Heat Tape
45316	SP&E	12/12/2023	\$1,825.00	Replacement of Power Cord Reel - ASA
45317	SPIFFY BIFFS	12/12/2023	\$346.75	Portable Restroom - MTC
45318	STARION INSURANCE	12/12/2023	\$17.00	Insure Driver's Stand @ BMSCA Racetrack
45319	STEINS INC	12/12/2023	\$575.80	Bathroom Cleaning Supplies - SSC
45320	SURE SHRED	12/12/2023	\$181.50	Record Shredding - Admin
45321	THOMAS, KELLY	12/12/2023	\$101.09	October Cell Phone Reimbursement - Admin
45322	TRANSTRASH	12/12/2023	\$590.00	Garbage - Park Shop
45323	VOGEL, VODI	12/12/2023	\$700.00	November Admin Cleaning
45324	WELCH, TERI	12/12/2023	\$359.62	Dec 22' Thru Nov 23' Cell Phone
45325	WESTERENG, JOHN	12/12/2023	\$40.00	October Cell Phone Reimbursement - MM

Total Checks	\$641,239.24
P-Cards	\$ 24,471.83
12/8/23 Payroll	\$ 82,348.06
12/22823 Payroll	\$ 88,419.35

The motion to adjourn the meeting was at approximately 6:00pm. Motion made by Commissioner Mudder and seconded by Commissioner Scott. Motion passes 4-0.

Cole Higlin

Cole Higlin
Clerk, Mandan Park District

Wade Meschke

Wade Meschke
Park Board President










January 9 board minutes

Final Audit Report

2024-01-09

Created:	2024-01-09
By:	Kelly Churchill (kchurchill@mandanparks.com)
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