

Mandan Park District
Board Meeting Minutes
April 8, 2024

The Board of Park Commissioners duly met on Monday, April 8, 2024, at City Hall, 205 2nd 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 and Dustin Fleck

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

Additions or deletions to the agenda: None

Public Communication: No one appeared.

Minutes: Motion by Commissioner Mehlhoff and seconded by Commissioner Froelich to approve the March 11, 2024, regular meeting minutes. Motion passes 4-0.

Item #1: Jamie Wetsch and Tyler Huber from Central Dakota Cycling presented a request for support to continue researching constructing a pump track. The pump track is an asphalt track with berms, bumps, jumps, along with sharp turns. The idea would be to solicit grants, firm up construction costs, discuss concerns with Division St extension to the west and determine fundraising opportunities needs. The proposed pump track site is located at Sunset Park near the former ice skating rink adjacent to the trail on the south end of the park. Motion by Commissioner Mudder and seconded by Commissioner Froehlich to support the Central Dakota Cycling group to continue research and present proposed grant opportunities along with a financial commitment from the Park District. Motion passes 4-0.

Item # 2. Park Operations Manager Dustin Fleck requested approval to advertise requests for proposals for playground equipment at Legion Park and Roughrider Park. Motion by Commissioner Froehlich and seconded by Commissioner Mehlhoff to approve staff to advertise proposals for playground equipment at Legion and Roughriders Parks. Motion passes 4-0.

Item # 3: Executive Director Cole Higlin presented a summary of proposals from architectural firms that attended the mandatory onsite meeting on April 3, 2024. We received 5 proposals and narrowed the list to two firms. Commissioner Scott, Golf Operations Manager Schutlz and I scored all the firms and HTG and EAPC were the top firms solicited. Executive Director Higlin negotiated fees with each firm, and it was recommended to award EAPC with a fee of 5%. Executive Director Higlin stated that phase 1 is a feasibility study to be completed by mid-July 2024 prior to our annual budget retreat. If approved to proceed, we will start design in late 2024, bid in spring of 2025 and construction will start in fall of 2025. Motion by Commissioner Mudder and seconded by Commissioner Froehlich to award architectural services to EAPC with a fee of 5%. Motion passes 4-0.

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

- a.) Park Operations Building is currently 70% completed as sheet rock and mudding is scheduled to be completed this week. The shop area has heating units installed, garage doors, interior finishes, drains, and doors have been completed. We currently have allowances for unforeseen needs during construction that are part of the original contract of \$3.1 million. We have \$260,000 remaining and we would like to use these funds to replace existing concrete that was damaged prior and during construction along with using a portion of funds for FF&E items needed within the shop area. Motion by Commissioner Froehlich and seconded by Commissioner Mehlhoff to approve using the remaining allowance of funds on additional concrete needs and FF&E for shop area needs. Motion passes 4-0.
- b.) The Boat Ramp project is still waiting on approval from State Water Commission supporting the Corp of Engineering decision that a 404 is not needed. We have a meeting on April 10, 2024, to discuss this matter.


Commissioner/Staff reports:

Motion by Commissioner Froehlich and seconded by Commissioner Mehlhoff to approve monthly bills. Motion passes 4-0.

The motion to adjourn the meeting was at approximately 6:20pm. Motion made by Commissioner Mudder and seconded by Commissioner Froehlich. Motion passes 4-0.



Cole Higlin
Clerk, Mandan Park District



Wade Meschke
Park Board President







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Final Audit Report

2024-05-20

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