

Mandan Park District  
Board Meeting Minutes  
August 12, 2024

The Board of Park Commissioners duly met on Monday, August 12, 2024, 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 and Teri Welch.

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

**Additions or deletions to the agenda:** None

**Public Communication:** None

**Minutes:** Motion by Commissioner Froehlich and seconded by Commissioner Mudder to approve the July 8, 2024, regular meeting minutes and July 29, 2024, special meeting minutes. Motion passes 4-0.

**Item #1:** Director Higlin presented boat ramp bids which were opened on August 6, 2024. Director Higlin recommended awarding bids to Prairie View Excavating in the amount of \$1,079,683 and Edling Electric in the amount of \$49,500. Director Higlin provided a summary of our budget for construction, \$800,000 from the ND Sovereigns Land Grant and the local match of \$800,000 is made up from the city, county, and park district. The total cost of the boat ramp project including engineering fee is \$1,302,183; this leaves us \$297,817 to address additional amenities for the spring 2025 once all the construction is completed. Additional amenities include bridge between north and south properties, boat dock, kayak launch, and fish cleaning station. Motion by Commissioner Mudder and seconded by Commissioner Mehlhoff to award bids to Prairie View Excavating in the amount of \$1,079,683 and Edling Electric in the amount of \$49,500 contingent on securing permits for the 404 and sovereign's land. Motion passes 4-0.

**Item # 2.** Andrew Stromme; City Planner presented a proposed open space ordinance for the park district to obtain park land in new developments.

a. The purpose of this subsection is to provide equitable and effective standards for the dedication and design of parks, playgrounds and open space in residential subdivisions throughout the city or in areas which are rezoned to accommodate additional residential units.

b. Land for public use as parks, playgrounds, or other open space, shall be dedicated to the City for all mixed-use subdivisions or residential subdivisions. For subdivisions that would create between 3 and 10 lots, the planning commission and/or park board shall determine if a dedication of land is necessary. Criteria for determining whether a land dedication is necessary shall be based on whether the subdivision is in a location where park space is identified in a long-range plan, such as a planned trail corridor. In such cases where park land is required to be dedicated, the amount of land dedication must not to exceed 5%. For subdivisions creating more than 10 lots, the following rates shall apply:

1) Residential subdivisions or mixed-use subdivisions that include residential density greater than 10 units per acre: 7% of the gross land area.

2) Residential subdivisions or mixed-use subdivisions that include density less than or equal to 10 units per acre: 5% of the gross land area.

c. Unbuildable lands (steep topography, flood plain, wetlands, etc) are not acceptable for park dedication requirements while natural features, historic sites and similar community assets should be preserved.

d. The park board shall review all lands proposed for dedication to ensure the areas are of appropriate size and configuration, are accessible, and are consistent with the goals and policies of the Parks Master Plan.

e. When, in the judgment of the planning commission and/or parks board, a subdivision is of insufficient size to include an area for park and playground or the location is not acceptable to the parks board, the owner or subdivider, the applicant may pay a fee in lieu of property dedication.

1. The fee shall be a sum equal to a per-dwelling-unit fee established by the City Commission.
2. The fee shall be paid by the developer or subdivision applicant.
3. In no case shall the plat be signed or building permit issued for any lot within the subdivision until such transfer of land or payment in lieu of land has been completed.
4. Any money paid to the City shall be placed in a special fund to be used for the acquisition and improvement of land for parks, playgrounds, trails, and open space only.

Any proposed plat of a planned unit development residential area, or any petition for rezoning from an existing classification to a planned unit development, shall be submitted to the park board, which shall have a reasonable opportunity to review the same and submit to the Planning and Zoning Commission their recommendations regarding such project. The Planning and Zoning Commission shall consider the recommendations of the park board and shall determine whether the owners or developers of the planned unit development shall privately provide and maintain the proposed parks, playgrounds, or recreational areas. The Planning and Zoning Commission may consider any other reasonable recommendations submitted by the park board

**Item 3:** Director Higlin provided construction updates:

- Faris Field- The chain link has been installed, seeding and irrigation head installation should start next week. The girls fastpitch club was responsible for the concrete installation for the dugouts and batting cages, those were completed last week. The Mandan Park District will front the \$14,000 and the girls fastpitch club will reimburse the park district before December 15, 2024. They started gaming and needed to build up reserves prior to expending all their funds right away.
- Youth baseball complex demo of the fencing on diamonds 9-12 and excavation of the fields on diamonds 9 & 10 has started.
- Hwy 6 trail from 19<sup>th</sup> Street SW north to Mandan Municipal GC is completed. 19<sup>th</sup> Street SW trail had a section in 2022 that was installed incorrectly and was repaired, and water is draining properly across the trail.
- Legion Park playground equipment is installed, fall protection, curbing and ADA sidewalks will be installed before the end of the month.
- Roughrider Park playground equipment installation has started and should be completed by the end of the month.

**Item 4:** Accounting Manager Welch presented the 2025 budget and tax levy as stated in Ordinance 1056 as follows:

Section 1. There are hereby appropriated the following sums of money for so much thereof that may be necessary for the purpose of paying expenditures of the Parks and Recreation District of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2025, and ending December 31, 2025.

General Fund	\$ 7,252,450
Park's Share of Special Assessments Fund	\$ 321,000
General Obligation Bond Fund	\$ 108,200
Capital Improvement Fund	\$ 676,000
Raging Rivers Waterpark	\$ 869,220
Refunding Improvement Bonds of 2021	\$ 251,420
Park Facilities Gross Revenue Bonds of 2023	\$ 142,000
Construction Fund	\$ 375,660

Section 2. There are hereby levied the following sums of money on all taxable property in the City of Mandan, North Dakota, for the year 2024 for the purpose of paying expenditures of the Parks and Recreation District of the City of Mandan, North Dakota.

General Fund	\$ 2,848,972
Park's Share of Special Assessments Fund	\$ 342,260
General Obligation Bond Fund	\$ 112,250
Capital Improvement Fund	\$ 684,520

Total mills levied by the Park District remain unchanged from the prior year at 29.13 as follows:

General Fund	20.81
Park's Share of Special Assessments Fund	2.50
General Obligation Bond Fund	.82
Capital Improvement Fund	5.00

The 2025 Power Point presentation of the budget will be online for public viewing.

**Commissioner/Staff reports: None**

Motion by Commissioner Mehlhoff and seconded by Commissioner Froehlich to approve the monthly bills, Motion passes 5-0.

**11000 STARION FINANCIAL**

45665	ADVANCED BUSINESS	8/13/2024	\$238.65	COPIER LEASE-ADMIN
45666	ADVANCED ENGINEERING &	8/13/2024	\$8,649.00	DESIGN, BIDDING - BOAT RAMP
45667	AGASSIZ	8/13/2024	\$408.00	SLOW RELEASE FERTILIZER-SSC
45668	ALL SEASON MOTORSPORTS	8/13/2024	\$3,430.00	EVENT CART RENTAL - PW
45669	APOLLO WATER SERVICES LLC	8/13/2024	\$3,142.48	LOOKING TOWER SUPPLIES- SSC
45670	AVI SYSTEMS	8/13/2024	\$10,056.31	SECURITY CAMERAS/DOOR ACCESS-
45671	BIG HILL SERVICES LTD	8/13/2024	\$279.94	ADD'L CHARGES ON BLADES & BOARD
45672	BISMARCK PARKS AND	8/13/2024	\$828.80	MARKING CHALK - PARKS
45673	BRADYMARTZ	8/13/2024	\$6,100.00	REMAINING BALANCE-2023 FINANCIAL
45674	BSN SPORTS	8/13/2024	\$1,269.88	BASEBALL FIELD EQUIPMENT-PRKS
45675	C & H GLASS COMPANY	8/13/2024	\$362.10	WINDOW REPAIR BASBALL COMPLEX
45676	C S DOORS INC	8/13/2024	\$277.71	GENERAL SERVICE ON ALL DOORS-SSC
45677	CALLAWAY GOLF COMPANY	8/13/2024	\$5,600.00	DRIVING RANGE BALLS-PW
45678	CAPITAL CITY CONSTRUCTION	8/13/2024	\$177,562.00	CONST PAY APP #15 - PARK MNTCE BLDG
45679	CENTRAL MECHANICAL INC	8/13/2024	\$112.50	SERVICE- RESET UNITS AFTER STORM-SSC
45680	CITY OF MANDAN	8/13/2024	\$6,307.57	HYDRANT METER RENT AND WATER-PW
45681	CLASSY CAKES	8/13/2024	\$3,612.00	COOKIE DOUGH - RR
45682	CURTIS RUD OIL COMPANY	8/13/2024	\$880.36	PROPANE- PW
45683	DAKOTA FIRE STATION, INC	8/13/2024	\$29.80	FIRE EXTINGUISHER REFILL-PW
45684	DAKOTA PLAYGROUND	8/13/2024	\$1,033.35	BOOGIE BOARD CABLE-PRKS
45685	DEUCES WILD SEPTIC	8/13/2024	\$380.00	SEPTIC PUMP FOR MCQUADES - PRKS
45686	DIRK PLUMBING & HEATING INC	8/13/2024	\$750.00	WATER HEATER EAGLES PARK
45687	EAST SIDE JERSEY DAIRY INC	8/13/2024	\$1,620.00	MILK - SMAC
45688	ELECTRIC SYSTEMS INC	8/13/2024	\$2,056.25	TROUBLESHOOT MOTOR AND RESET- RR
45689	ELECTRO WATCHMAN INC	8/13/2024	\$395.40	FIRE ALARM MONITORING-ASA
45690	FARSTAD OIL INC	8/13/2024	\$8,385.35	DIESEL AND GAS - MM
45691	FERGUSON WATERWORKS	8/13/2024	\$1,023.72	IRRIGATION RADIO-PW
45692	FETZER ELECTRIC	8/13/2024	\$357.74	ELECTRICAL OUTLETS- SSC
45693	DUSTIN FLECK	8/13/2024	\$40.00	REIMBURSE FOR THROTTLE CABLE-
45694	FRUEH, DAVE	8/13/2024	\$176.88	JULY MILEAGE REIMB - SSC
45695	HAWKINS INC	8/13/2024	\$13,459.78	POOL CHEMICALS - RR
45696	HR SERVICES	8/13/2024	\$1,537.50	MANAGER'S MTG, HANDBOOK WORK-
45697	IMAGE PRINTING INC	8/13/2024	\$282.51	#10 ENVELOPES W/LOGO-ADMIN
45698	INNOVATIVE	8/13/2024	\$102.63	COPIER PAPER- ADMIN
45699	JACOBSMEYER, SIERRA	8/13/2024	\$176.80	JUNE CELL PHONE REIMB-MAC
45700	JOHS, CASEY	8/13/2024	\$106.28	JULY CELL PHONE REIMB-REC
45701	KALINA TURF CONSULTING	8/13/2024	\$500.00	IRRIGATION SUITABILITY-PW
45702	KLJ ENGINEERING LLC	8/13/2024	\$14,045.00	CONSTR ADMIN - FARIS FIELD
45703	LILLIS ELECTRIC	8/13/2024	\$395.00	ELECTRICAL WORK ON IRRIGATION
45704	MANDAN PUBLIC SCHOOLS	8/13/2024	\$8,481.51	FOOD -SMAC

45705	MANN SIGNS INC	8/13/2024	\$3,980.00	OFFICE SIGN BARB- ADMIN
45706	MENARDS	8/13/2024	\$22.10	PLUMBING SUPPLIES- SSC
45707	MESCHKE, WADE	8/13/2024	\$673.96	AIRFARE REIMBURSEMENT FOR NRPA
45708	MY TURN PLAYSYSTEMS	8/13/2024	\$7,776.00	LEGION PLAYGROUND FALL PROTECTION-
45709	ND DEPT OF ENVIROMENTAL	8/13/2024	\$95.00	BOILER INSPECTION - RR
45710	ND GOLF ASSICIATION	8/13/2024	\$3,680.00	GHIN FEES- PW
45711	NDRPA	8/13/2024	\$885.00	STATE CONFERENCE REGISTRATION-
45712	NORTHERN PLAINS DRILLING &	8/13/2024	\$6,310.00	WATER WELL PUMP FOR SOCCER WELL
45713	NORTHERN TROPHY &	8/13/2024	\$4,577.83	TBALL SHIRTS- BASEBALL
45714	NRG TECHNOLOGY SERVICES	8/13/2024	\$2,673.56	AUG IT SERVICES- ADMIN
45715	PREBLE MEDICAL SERVICES	8/13/2024	\$50.00	PRE-EMPLOYMENT DRUG TEST- ADMIN
45716	RIEPL, TYRA	8/13/2024	\$114.32	JULY PHONE REIMBURSEMENT-RR
45717	SAMMONS, CASEY	8/13/2024	\$45.00	REIMBURSE PHONE AUG - PARKS
45718	SAND CREEK CORPORATION	8/13/2024	\$39,316.28	ADD'L BALANCE ON CONST PAY APP #4 -
45719	SPIFFY BIFFS	8/13/2024	\$207.75	PORTABLE TOILET - DOG PARK
45720	STARION INSURANCE	8/13/2024	\$108,082.00	ST FIRE AND TORNADO ANNUAL
45721	STEINS INC	8/13/2024	\$23,582.59	SCRUBBERS, MOPS & JANITORIAL
45722	STRAABE, KAIDEN	8/13/2024	\$27.21	REIMBURSE PHONE JUNE- PRKS
45723	STRATA CORPORATION	8/13/2024	\$7,012.00	DUGOUTS/BATTING CAGES - FARIS FIELD
45724	THE PRINTERS INC	8/13/2024	\$92.00	TEE SIGN PRINTING- PW
45725	TRANSTRASH	8/13/2024	\$2,132.59	garbage softball complex- PARKS
45726	US FOODS INC	8/13/2024	\$28,416.79	FOOD DELIVERY-RR
45727	VOGEL, JODI	8/13/2024	\$0.00	Reissued as Check #45732
45728	WALDOS CONSTRUCTION	8/13/2024	\$7,500.00	DUGOUT/BATTING CAGES- FARIS FIELD
45729	WESTERENG, JOHN	8/13/2024	\$120.00	APR-JUN PHONE REIMBURSEMENT-PW
45732	VOGEL, JODI	8/13/2024	700.00	JULY OFFICE CLEANING - ADMIN
	<b>Total Checks</b>		<b>\$532,524.78</b>	
	<b>P-Cards</b>		<b>\$39,306.74</b>	
	<b>08/02/24 Payroll</b>		<b>\$188,998.92</b>	
	<b>08/16/24 Payroll</b>		<b>\$171,196.33</b>	
	<b>08/30/24 Payroll</b>		<b>\$135,879.84</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*

Cole Higlin  
Clerk, Mandan Park District

*Wade Meschke*

Wade Meschke  
Park Board President










# August 12 2024 board minutes

Final Audit Report

2024-09-10

Created:	2024-09-10
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuhCIFchzyeAy1_b8G7qwjMZdHYIfBtbV

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-  Document emailed to wade.meschke@msd1.org for signature  
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-  Email viewed by wade.meschke@msd1.org  
2024-09-10 - 3:24:16 PM GMT- IP address: 3.19.74.154
-  Signer wade.meschke@msd1.org entered name at signing as Wade Meschke  
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Signature Date: 2024-09-10 - 3:43:55 PM GMT - Time Source: server- IP address: 165.234.101.98
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