

Mandan Park District
Board Meeting Minutes
December 9, 2024

The Board of Park Commissioners met on Monday, December 9, 2024, at City Hall, 205 2nd Ave NW in the Bosch Froelich room.

Attendees:

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

Park District Staff present: Cole Higlin, Tyra Watson, Dustin Fleck, and Dave Frueh.

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 November 11, 2024, regular meeting minutes. Motion passes 5-0.

Item #1: Facilities Manager Frueh presented the 2025-2027 lease agreements with Dakota Star Gymnastics and Mandan Wrestling Club. Motion by Commissioner Mehlhoff and seconded by Commissioner Scott to approve three lease agreements with Dakota Star Gymnastics and Mandan Wrestling Club as presented. Motion passes 5-0.

Executive Director Higlin presented the 2025-2027 lease agreement with Mandan Horse & Saddle Club. Motion by Commissioner Mudder and seconded by Commissioner Scott to approve the Mandan Horse & Saddle Club as presented. Motion passes 5-0.

Executive Director Higlin updated the board on concerns with the Bismarck Mandan Stock Car Association (BMSCA) contract. The current contract is \$14,000 annually, which requires the BMSCA to be responsible for all utilities and cleaning of the facility. Executive Director Higlin researched rental rates at other tracks and most tracks charge \$25,000 annually or a per event fee of \$1,500 up to \$2,200 pending on attendance. Executive Director Higlin recommends a \$1,500 per event fee and if the event is rained out there will not be a fee for the event. Executive Director Higlin requested approval to add Commissioner Mudder to attend the portfolio meeting with BMSCA since he had worked on the contract before we reassigned portfolios after the June election. Motion by Commissioner Mehlhoff and seconded by Commissioner Scott to add Commissioner Mudder to the contract negotiations with BMSCA. Motion passes 5-0.

Item # 2. Executive Director Higlin and Facility Supervisor Watson presented an update on accreditation process for the park district called CAPRA, Commission for Accreditation Parks, and Recreation Association.

Item 3: Park Operations Manager Fleck requested approval to amend the capital improvement budget by \$30,000 to purchase a front end loader with attachments in the amount of \$170,000. The reason for increasing the amount is due to the increase in the cost of the machine and attachments. Motion by Commissioner Mehlhoff and seconded by Commissioner Froehlich to approve increase 2025 capital improvement fund budget to purchase a front end loader with attachments in the amount of \$170,000.

Executive Director Higlin requested approval to transfer \$30,000 from the 2025 capital improvement fund to the 2024 capital improvement fund to purchase administration vehicles since the dealership delivered the vehicle in 2024 and the Park District has taken ownership. Motion by Commissioner Scott and seconded by Commissioner Mehlhoff to approve transferring \$30,000 from 2025 capital improvement fund to the 2024 capital improvement fund for purchase of a new vehicle for administration. Motion passes 5-0.

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

- The boat ramp is completed except for security light poles which should be done before the end of the year. We are adding a decorative rock on the north end of the gate to prevent vehicles driving around the gate since we couldn't place a post in the ground due to the MDU electrical line. The vault toilet and bridge are items that are separate from the contract with Prairie View Excavating and have been approved and currently in design and construction phase.
- The youth baseball complex renovation is on hold due to the weather conditions and low temperatures which prevents us from glueing the seams on diamond 9. Diamond 10, 11, and 12 are complete. Diamond 9 needs to the turf to be cut/glued in place along with the safety net/poles. There are currently \$250 penalties in place for the months of December and March 2025. Executive Director Higlin stated that we are collaborating with the general contractor extending the liquidated damages deadline to March 31 if the project is completed over the next few months if weather conditions allow. If they are unable to complete substantial completion, the liquidated damages are enforced. If the project is not completed by May 1, 2025, there are \$1,000 per day penalties.
- The levee discussions with the Lower Heart Water Resource District have started to narrow our scope of options to a toe trench system. LHWRD will present their recommendations to their board to make a formal motion to approve this option and start to create a memorandum of understanding between parties as to expectation from the Park District. Once LHWRD approves the toe trench option, they will request support from the Park Board of Commissioners contingent on a signed MOU so they can submit their proposal to the Corp of Engineers to start the accreditation process.
- Faris Field construction is completed, and Executive Director Higlin is requesting to transfer excess funds in the amount \$5,004.51 from the Faris Field construction fund back to the general fund. Motion by Commissioner Froehlich and seconded by Commissioner Mudder to transfer \$5,004.51 from Faris Field construction fund to the general fund. Motion passes 5-0.
- The Prairie West Maintenance Building has been running into issue due to the entire golf course is in a flood plain. We have determined that expanding and renovating the current maintenance building is the most economical option to meet our needs. We will present a final site plan at our January board meeting.

Item 5: Motion by Commissioner Scott and seconded by Commissioner Mudder to approve 2025 Park Board meetings date. Motion passes 5-0.

Motion by Commissioner Mudder and seconded by Commissioner Scott to approve the monthly bills. Motion passes 5-0.

The motion to adjourn the meeting was at approximately 6:32pm. Motion was made by Commissioner Mudder and seconded by Commissioner Mehlhoff. Motion passes 5-0.

Cole Higlin

Cole Higlin
Clerk, Mandan Park District

Wade Meschke

Wade Meschke
Park Board President










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Final Audit Report

2025-01-15

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