

Mandan Park District
Board Meeting Minutes
January 13, 2025

The Board of Park Commissioners met on Monday, January 13, 2025, 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, Teri Welch, and Garrett Schultz

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 Scott and seconded by Commissioner Froehlich to approve the December 9, 2024, regular meeting minutes and December 30, 2024 special meeting minutes. Motion passes 5-0.

Item #1: Executive Director Higlin presented the 2025-2027 Bismarck Mandan Stock Car Association (BMSCA) lease agreement. The change includes a per event fee of \$950 instead of a flat annual fee. If events are cancelled due to the weather, there would not be a fee assessed. The lease agreement states that BMSCA is still responsible for 100% of utilities and cleaning of the facility after events. Motion by Commissioner Froehlich and seconded by Commissioner Mudder to approve the 2025-2027 BMSCA lease agreement as presented. Motion passes 5-0.

Item # 2. Bill Robinson: Chair of Lower Heart Water Resource District and Dennis Reep from HDR Engineering representing LHWRD presented the toe trench option at Mandan Municipal GC impacting hole # 4. President Meschke expressed his pleasure that we were able to negotiate an option that address LHWRD accreditation needs and not impact the golf course in a negative way. LHWRD is requesting a fifteen' permanent easement which would have a maintenance free fence to designate the easement and a 30' construction easement. Attorney Ruff stated that we are in the process of creating the Memorandum of Understanding between LHWRD and the Park District to spell out everyone's concerns. Dennis Reep, HDR Engineering stated that construction will not take place in 2025.

Item 3: Executive Director Higlin presented the conceptional design, site plan, cost estimates and bid timeline. Executive Director Higlin stated that cost estimates range from \$2.1 million to \$2.3 million. Executive Director Higlin stated that cost estimates for remodeling the chemical storage, and the canopy will need to be reduced or eliminated. Executive Director Higlin stated that we are looking to add a covered shelter for golf carts with conduit for future electric carts along with a concrete pad. The Park Commissioner's held discussion to add an alternative parking lot for the grass area near the lift station. Motion by Commissioner Scott and seconded by Commissioner Mudder to approve EAPC to proceed with final design, proposed cost estimates and bid timeline as presented. Motion passes 5-0.

Item 4: Executive Director Higlin presented the 2025-2027 Strategic Plan. Motion by Commissioner Mudder and seconded by Commissioner Mehlhoff to approve the 2025-2027 Strategic Plan as presented. Motion passes 5-0.

Item 5: Accounting Manager Welch requested approval to attend the GFOA conference in Washinton DC June 29-July 2, 2025. This conference was budgeted to be attended in the 2025 budget and total cost is estimated at \$2,920. Motion by Commissioner Mehlhoff and seconded by Commissioner Mudder to approve attendance at the GFOA conference. Motion passes, 5-0.

Item 6: Executive Director Higlin presented a summary of equipment from park and golf operations to dispose and remove from our asset summary with NDIRF. Motion by Commissioner Mudder and seconded by Commissioner Scott to approve the items presented to be disposed of and removed from our asset list. Motion passes 5-0.

Item 7: Motion by Commissioner Mudder and seconded by Commissioner Froehlich to approve the monthly bills. Motion passes 5-0.

Item 8: Commissioner and Staff Reports: Executive Director Higlin updated the board on the joint power's agreement meeting with Mandan Public Schools to use joint facility funds for ADA improvements located with the football stadium area. Commissioner Mudder reminded everyone that Winter Daze community events have started and registration for kindergarten and first grade basketball has started. We also have six hundred people signed up for the park district app.

The motion to adjourn the meeting was at approximately 6:10pm. Motion was made by Commissioner Mudder and seconded by Commissioner Froehlich. 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

2025-02-11

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