

Mandan Park District  
Board Meeting Minutes  
April 11, 2016

The Board of Park Commissioners duly met in regular session on Monday, April 11th, 2016 at Ed "Bosch" Froehlich Meeting Room, City Hall. Those present were President Arenz, Vice President Knoll, Commissioner McPherson, Commissioner Allan, and Commissioner Hatzenbuhler.

President Arenz called the meeting to order at approximately 5:30 pm, CDT. President Arenz asked for approval of the minutes for March 8th, 2016 special meeting, March 14<sup>th</sup> regular meeting, and March 29<sup>th</sup>, 2016 special meeting. Motion was made by Commissioner McPherson, seconded by Vice President Knoll. Motion passes.

### **Public Communication**

#### **Unfinished Business:**

- Section 1.) Consider for approval awarding Human Resource Generalist consultant. Director Higlin stated that there were two individuals interested in The Human Resource Generalist consultant position. It is a consultant position that we would like to recommend from the committee that commissioner knoll, Heide Delorme and I were a part of; the recommendation would be awarded to Cindy Levi. Both candidates were qualified. In the beginning of our early stages of these needs of human resources generalist, we would have an opportunity to do a 6 month contract and then a month to month contract from that point. So at any time we feel we need to back out of the contract we definitely could after 6 months. She would get paid hour per hour that we use her services. The others were on a flat rate. A full time Human Resource is not needed at this time, but maybe in two or three years. Motion was made by Vice President Knoll, seconded by Commissioner Allan. Motion passes.
- Section 2.) Resolution ratifying the issuance of land purchase for Starion Sports Complex. Director Higlin stated that last week the purchase of the land was finalized with Bid package one being open and part of that meant to execute the loan with BNC Bank for \$700,000 for the difference to finalize the purchase and part of that our bond attorney Scott Wagner recommended that we do this ratifying and resolution to basically protect the land and the building and it would mean that we would be allocating and ratifying our gross revenues so if there is a short fall that we are unable to make our PMI payments towards this land purchase that we would not be using the land or the building for collateral we would be using our gross revenue. Motion was made by Vice president Knoll, seconded by Commissioner Hatzenbuhler. Motion passes.
- Section 3.) Consider for approval amendments to the JLG contract. Director Higlin stated that amendment two is a request to increase the agreement with JLG for \$42,000. An original bid was to have a pre-engineered building and now we are doing a designed engineered building that requires us to have BKBM as our structural engineer. The purpose of this was recommended by our building committee and our construction manager to go away from a pre-engineered building the ice arena to avoid having any type of I beams in our visual views of the spectators so we went to a different structure which means we have to change the amendment of the agreement for design. What we were told per the

recommendation from Craig with Northwest Contracting was that yes we will be paying upfront the \$42,000 as part of our contract but we should see a substantial cost savings on the back end of the design for the building. Motion was made by Commissioner Allan, seconded by Commissioner McPherson. Motion passes.

**New Business:**

- Section 1.) Consider for approval awarding Playground Equipment bids. Mike Zerr, Parks Superintendent stated that it was narrowed down to Kiwanis Park for the two to five year old play package. The Mandan Park District budgeted \$50,000 and would like to award Miracle Recreation for what they have submitted. 24 play structures and 6 supporting play features. Motion was made by Commissioner McPherson, seconded by commissioner Hatzenbuhler. Motion passes.
- Section 2.) Consider for approval for out of state travel for professional training. Director Higlin requested approval for Dave, Naomi, and Dustin to attend the Supervisors Management School in West Virginia to prepare for upcoming positions with the Starion Sports Complex. Motion was made by Vice President Knoll, seconded by Commissioner Allan.  
Brad Olson, Golf Manager requested approval for Garret to attend MGCSA Spring Turf Forum at Hazeltine Golf Club in Chaska Minnesota. Motion was made by Commissioner Allan, seconded by Commissioner McPherson. Motion passes.
- Section 3.) Discussion on security camera system at Eagles Park. Director Higlin recommended Green Light Systems for the surveillance cameras at Eagles Park in the amount of \$1,946.40. Motion was made by Vice President Knoll, seconded by Commissioner Hatzenbuhler. Motion passes.
- Section 4.) Consider City of Mandan request to amend Joint Powers Agreement in regards to bonding for Starion Sports Complex. Attorney Ruff will draft a memorandum of understanding that will state the Mandan Park District will assume full responsibility financially if there are insufficient funds to make the principal and interest payments for the Sports Complex bond. Motion was made by Commissioner Allan, seconded by Commissioner McPherson. Motion passes.
- Section 5.) Commissioner Reports.

Director Higlin stated ground breaking for the Starion Sports Complex is April 20<sup>th</sup>, 2016 at noon. DCP Advisory Committee meeting is April 21<sup>st</sup>, and the Golf Advisory Committee Meeting is April 22<sup>nd</sup>.

Kara Haff, Raging Rivers/Aquatics Manager stated that opening day for Raging Rivers is May 31<sup>st</sup>.

Dave Frueh, Recreation Manager stated that Monday Baseball starts. Registration for summer programs opened.

Brad Olson, Golf Manager stated Mandan Municipal will be open on Friday. The online tee times have been turned on.

Attorney Ruff stated that escarole has been opened with Bismarck Title Company, the seller's attorney Sean Smith has prepared the deed for the closing and in the process of being signed. We have deposited the \$10,000 that we put as earnest money on the purchase. And this Wednesday the balance of the purchase price will be wired, the plat has been finalized and as soon as all that is together the Bismarck Title Company will proceed to schedule the process of the closing.

Authorization of payment of the monthly bills. Motion made by Vice President Knoll, seconded by Commissioner Allan. Motion passes.

**MANDAN PARK DISTRICT**

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**\*Check Summary Register©**

April 2016

Name	Check Date	Check Amt	
<b>11000 STARION FINANCIAL</b>			
Paid Chk# 040370	ABRASIVES INC	4/12/2016	\$2,447.79 sand
Paid Chk# 040371	ACME TOOL CRIB	4/12/2016	\$3,550.00 PSI 2GPM W CLUTCH AALADIN
Paid Chk# 040372	AGENCY MABU	4/12/2016	\$81.25 web hosting
Paid Chk# 040373	BABE RUTH LEAGUE	4/12/2016	\$240.00 CHARTER FEES
Paid Chk# 040374	BIS-MAN CHAMBER OF	4/12/2016	\$295.00 CHAMBER DUES
Paid Chk# 040375	BROWN AND SAENGER	4/12/2016	\$145.69 OFFICE SUPPLIES
Paid Chk# 040376	BSN SPORTS	4/12/2016	\$6,063.78 CAPS
Paid Chk# 040377	CASTLE BRANCH INC	4/12/2016	\$800.00 BACKGROUND CHECKS
Paid Chk# 040378	DAKOTA COUNTRY GOLF CARTS	4/12/2016	\$47.24 THROTTLE CABLE
Paid Chk# 040379	DAKOTA FENCE	4/12/2016	\$298.00 SPRING SEESAW KIT
Paid Chk# 040380	DAKOTA FIRE STATION	4/12/2016	\$468.15 FIRE EXTINGUISHER PRUCHASES AN
Paid Chk# 040381	DAKOTA REFRIGERATION	4/12/2016	\$908.25 COMPRESSOR WORK
Paid Chk# 040382	DIRK PLUMBING & HEATING INC	4/12/2016	\$20,745.25 WORK DONE AT ALL SEASON ARENA
Paid Chk# 040383	ELECTRO WATCHMAN INC	4/12/2016	\$1,801.64 PLACE KEY STRIKE AT RF
Paid Chk# 040384	NAOMI ERDAHL	4/12/2016	\$30.60 MILEAGE
Paid Chk# 040385	FERGUSON WATERWORKS	4/12/2016	\$675.47 CHAIN GUARDS FOR HOSE REEL TRA
Paid Chk# 040386	HORNUNGS	4/12/2016	\$1,504.25 COURSE ACCESSORIES
Paid Chk# 040387	HP INC	4/12/2016	\$3,535.00 NEW COMPUTERS
Paid Chk# 040388	JLG ARCHITECTS	4/12/2016	\$158,654.45 MNDN SPORTS COMPLEX
Paid Chk# 040389	K & K INSURANCE GROUP	4/12/2016	\$1,332.00 insurance due
Paid Chk# 040390	KELSCH KELSCH RUFF&KRANDA	4/12/2016	\$1,261.00
Paid Chk# 040391	LILLIS ELECTRIC INC	4/12/2016	\$278.00 RR AIR HANDLER
Paid Chk# 040392	MANDAN HOCKEY CLUB	4/12/2016	\$510.71 BSB CLUB CONCESSIONS
Paid Chk# 040393	MANDAN PROGRESS	4/12/2016	\$100.00 mem dues 2016-2017
Paid Chk# 040394	MANDAN PUBLIC SCHOOLS	4/12/2016	\$60.00 advertising on the bulletin bo
Paid Chk# 040395	MATHISON COMPANY	4/12/2016	\$148.40 GRAPHICS
Paid Chk# 040396	NORTH DAKOTA GOLF	4/12/2016	\$275.00 ASSOCIATION DUES
Paid Chk# 040397	NDACO RESOURCES GROUP	4/12/2016	\$1,277.33 MARCH AND APRIL 2016 MS EXCHAN
Paid Chk# 040398	NORTHERN TROPHY &	4/12/2016	\$636.50 YTH VB TSHIRTS
Paid Chk# 040399	NOVA FIRE PROTECTION INC	4/12/2016	\$600.00 HYDRANT FLOW TEST
Paid Chk# 040400	PEPSI BEVERAGES COMPANY	4/12/2016	\$1,329.30 beverage purchase
Paid Chk# 040401	PITNEY BOWES	4/12/2016	\$134.99 rental
Paid Chk# 040402	PUSH PEDAL PULL	4/12/2016	\$89.90 SERVICE FOR RF MACHINE
Paid Chk# 040403	RIVARDS TURF AND FORAGE	4/12/2016	\$14,566.99 fertilizer
Paid Chk# 040404	NICOLE SCHERR	4/12/2016	\$71.15 MILEAGE
Paid Chk# 040405	SUPERIOR TECH PRODUCTS	4/12/2016	\$21,125.25 FERTILIZER PESTICIDES
Paid Chk# 040406	SURE SHRED	4/12/2016	\$73.50 SHRED OLD DOCS
Paid Chk# 040407	THORSTENSON, ROBIN	4/12/2016	\$250.00 GENERATIONS WORKSHOP
Paid Chk# 040408	VANCO SERVICES, LLC	4/12/2016	\$20.50 monthly program fees
Paid Chk# 040409	DAKOTA COMMUNITY	4/12/2016	\$65,585.32 Universal Playground loan pmt
Paid Chk# 040416	CORPORATE CLEAN, LLC	4/12/2016	\$1,700.00 CLEANING FEES FOR MARCH
		<b>Total Checks</b>	<b>\$313,717.65</b>

US Bank \$ 14,366.60

4/8/16 Payroll \$ 46,207.35

4/22/16 Payroll \$ 48,650.98

Next upcoming regular meeting will be May 9<sup>th</sup>, 2016at 5:30 pm at City Hall.  
Motion to adjourn the meeting at approximately 6:28pm. Motion made by Commissioner Allan,  
seconded by Vice President Knoll.

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Cole Higlin  
Clerk, Mandan Park District

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Jason Arenz  
President, Board of Park Commissioner