



Mandan Park District Special Board Meeting

Minutes

Monday, April 18, 2022

4:00pm

Park Administrative Office -main conference room

2600 46th Ave SE

Attendees:

Park Commissioners:

President Meschke, VP Arenz, Commissioner Hatzenbuhler (via phone), Commissioner Mehlhoff, and Commissioner Froehlich.

Park Staff:

Director Higlin, Accounting Manager Welch, Superintendent Fleck, Rec & Facilities Manager Frueh.

Citizens: Layne Mudder, Stan Scott, Damian Huettl, and Lance Belohlavek.

President Meschke called the meeting to order at 4:30pm and turned the meeting over to Director Higlin.

Item 1: Director Higlin provided an overview of the following projects and needs direction on how we want to prioritize each project and determine the funding within the 2023 budget:

- **Tennis Center**

- Director Higlin provided the final aerial of the tennis center explaining that the heating system will be in the back of the dome. Previously the heating unit was in the front which caused snow removal issues within the front entrance. There will be a concrete perimeter around the dome to assist with snow removal. Director Higlin contacted Bismarck Parks and Jamestown Park Districts that currently have domes. They all stated that snow removed around the footings of the dome need to be removed immediately. It is part of the normal snow removal practices like a parking lot.
- Director Higlin finalized the parking lot layout and the orientation of the dome regarding public access and additional sidewalks that will be added to improve walking to the Sports Complex.
- Special Assessments allocation has been updated with the recent grading bids that were approved. The Park District is estimated at \$2.5 million, Tennis Center \$277,640, and Kupper Properties \$1.9 million. The parking lot which will benefit SSC and Tennis Center is estimated at \$1.7 million. Paving bids are next week to give us a better idea of how close the estimated totals for the entire project will be.

- **Irrigation Transmission line**

- Director Higlin presented to the Park Commissioners how we plan to pay for the project. The improvement district has been set up to pay for the project which is estimated at \$1.5 million and will require a one mill increase in the special assessment fund. Director Higlin provided a summary of current mill levies and proposed mill levies for 2023 due

to the 16th Street/Parking Lot assessment and the proposed irrigation line improvement district.

- **Special Assessment Summary:**

- Accounting Manager Welch provided an overview of the current special assessment the park district has currently. Since the Park District refinanced the southside assessment in 2021 as a GO Bond, we are required to dedicate mills necessary to make that installment payment from a new GO Bond fund directly. For 2023 special assessments, we are estimating an annual payment of \$454,210 which includes 16th Street/Parking lot (\$3 million), Irrigation Transmission Line (\$1.5 million) and refinancing of the Southside Assessment (\$1 million). In order to service the debt for all the assessments, we are estimated increasing 3 mill levies in the special assessment fund/GO Bond fund. Direction from the board is to transfer one mill from the general fund to the special assessment fund and increase one additional mill in the special assessment fund. Vice President Arenz stated that he does not support the irrigation transmission line if construction costs come in at \$1.5 million. Director Higlin stated that we will need to increase Park Operations water usage line item to accommodate using city water. The overall effect will result in a total mill increase of 1 mill for all funds combined, instead of the estimated 3 mills initially proposed.

- **Rodeo Update**

- Director Higlin provided an overview of the fundraising and how the dollars will be pledged over time. The consensus of the board was to select a loan with a seven-year term since it will allow us to cover the debt with pledges for the first four years and if people pay pledges off in advance, we can use it to make additional payments on the loan, reducing the future interest costs.

- **Park Operations**

- Director Higlin requested approval to start the design of Park Operations Maintenance Building with alternates for a fifth bay and a 4ft knee wall. Updated cost estimates range from \$2.8 million to \$3.1 million. Park Commissioners supported moving forward with ICON to design an insulated metal panel building with alternates for a fifth bay and 4ft knee wall.

- **Faris Field and Youth Baseball Complex:**

- Damian Huettl from the Mandan Baseball Club (MBC) requested from the Park District \$500,000 and the MBC would contribute \$1.5 million renovate diamonds 9 & 10 at the youth baseball complex. The MBC would carry the debt and the Park District portion could be paid over time if needed. President Meschke asked if the MBC would be interested in paying 100% of diamonds 9 & 10 and the Park District would pay 50/50 not to exceed \$1 million for diamonds 11 & 12 in the future. President Meschke stated that we have a lot of projects currently in motion and financially it makes it difficult to take on such a positive project at this time. Damian Huettl stated that he would need his MBC Board Members to approve increasing its contribution from \$1.5 million to \$2

million. Director Higlin stated that we would need an agreement between both parties to protect the future construction project for diamonds 11 & 12.

- Lance Belohlavek from Mandan Girls Fast Pitch (MGFP) requested the \$500,000 for help to renovate Faris Field for fastpitch fields. Recreation & Facilities Manager Frueh stated that upgrades for Faris Field and Youth Baseball Complex will allow all programs to utilize all fields for practice, games, and tournaments.

- **New High School Pool:**
 - Director Higlin provided an overview of the new pool design and share his concerns relating to a 25-yard pool vs a 50-yard pool that we operate with today. The concerns are associated with the space available to offer swim lessons, open swim, and aerobics due to high school teams, swim teams, and the Park District all wanting similar times. In order to offer swim lessons, the Park District is going to need a specific time each week to offer consistent swim lessons to the public. Recreation and Facilities Manager Frueh shared swim lesson statistics currently; we serve 125 kids in the summer and 125 over the fall/winter months for swim lessons. In order to meet the need, we need to consider available hours guaranteed to the Park District before we can determine if we can offer similar swim lesson opportunities. The Park Commissioners discussed \$1.25 million over ten years to the School District versus constructing an outdoor pool at Raging Rivers to offer summer swim lesson instead. Director Higlin stated that the pool is an alternate and bids will determine if the pool is constructed as part of the new high school. Once we know the pool is going to happen, then we will need to determine if partnering with the School District make sense or add on to Raging Rivers.

- **Sales tax Option:**
 - The board discussed a potential option that would require Park Board approval and City Commission approval. The proposed idea is to request City Commission to use the existing sales tax collections and increase the amount for Faris Field and potentially the parking lot. President Meschke, VP Arenz, Accounting Manager Welch, and Director Higlin met with Scott Wegner, Bond Attorney for the existing sales tax. Legally we can request additional funds if it meets the criteria set forth in the ballot language. The ballot language stated ball fields at Faris Field, two sheet arena, football and track. Currently sales tax collections for the Sports Complex generates around \$2 million and payments are \$1.1 million. As long as we do not extend the 25 yr. term and pay off new improvements at Faris Field within current structure of the first bond sale. To move this matter forward, it would require full Park Board approval, then City Commission approval, and then work with our bond attorney. The item was tabled until the July budget retreat pending discussions with Mayor Helbling and City Administrator Neubauer.

Item 2: Accounting Manager Welch presented a 5-year summary of the general fund with current and proposed capital projects to demonstrate cash flow. The goal of the general fund balance is to maintain

30% of operation budget to plan and prepare for the future. The current Park Operations Maintenance building has \$900,000 in the 2022 budget and a ten-year loan payment equating to an additional \$1 million loan. We also estimated \$35,000 for interest payments for the rodeo arena and \$125,000 annual payments for the new indoor pool. The overall revenue over expenses in the general fund have a net profit of \$217,441. The special assessment fund and the GO Bond Fund both have shortfall due to not enough mills to cover the special assessments. The recommendation is to move one mill from the general fund and increase one mill in the special assessment fund for a total of 3 mills allocated to special assessments. The current levy in 2022 is 28.29 mills for all funds, and the board recommendation is to levy 29.29 by moving one mill from the general fund and increase one mill in the special assessment fund to balance these funds.

The Capital Improvement Fund is deficit due to large capital outlay project for fencing repair in the amount of \$280,000. We have a fund balance of \$507,900 estimated for Dec. 31, 2022.

Motion by VP Arenz to adjourn at 6:26 pm, seconded by Commissioner Mehlhoff. Motion passes 5-0.

Cole Higlin

[Cole Higlin \(May 10, 2022 08:38 CDT\)](#)

Cole Higlin
Director/Clerk, Mandan Park District
Commissioner



Wade Meschke
President, Board of Park









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Final Audit Report

2022-05-10

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