

Mandan Park District  
Board Meeting Minutes  
February 8, 2021

The Board of Park Commissioners duly met in special session on Monday, February 8, 2021, at City Hall, 205 2<sup>nd</sup> Ave NW in the Bosch Froelich room.

**Attendees:**

Park Commissioners: President Wade Meschke, Vice President Jason Arenz, Commissioners Chad Hatzenbuhler, Jen Froehlich and Miles Mehlhoff.

Park District Staff present: Cole Higlin, Teri Welch, Dustin Fleck and Brad Olson.

Legal Council: Arlen Ruff

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

**Public Communication:** No one appeared.

**Minutes:** Motion by Commissioner Arenz and seconded by Commissioner Hatzenbuhler to approve the January 11, 2021 regular meeting and December 14, 2020 strategic planning retreat. Motion passes 5-0.

**Item #1** Director Higlin provided an update on the Joint Powers Agreement annual committee meeting with Mandan Public Schools. The current fund balance managed by the school district sits at \$441,372. Each entity will be contributing the \$50,000 annual contribution this month. Discussion on what is the threshold for a dollar amount in this joint fund. The dollars are only to be used for capital expenses at shared facilities listed in the agreement. Vice President Arenz asked about the future of the All Seasons Arena if the school district passes their bond. Dr. Bitz stated that Mandan Public Schools would do a land transfer of the area that the All Seasons Arena sits on. There are two capital expenses that were approved by the committee, concrete work on the lower level of the Sports Complex in the amount of \$8,578 and stadium lighting repairs in the amount of \$5,215.

**Item #2:** Director Higlin introduced Steve Burian and Zac Ranisate from Burian & Associates to give an overview of the report that was approved by the board in August 2020. The report details the iron sequestration analysis of our well water at soccer, baseball, softball, and PWGC. As expected, the iron levels are severely high at ranging from 7 to 9.8mg/L. These iron levels are the highest we have seen across the state and that is why iron staining is so evident at your facilities. In order to mediate the iron staining, the recommendation is to inject phosphate into the well to neutralize the iron when it interacts with oxygen. The phosphate will also reduce the scaling in the irrigation pipes and sprinkler heads. The recommendation is to use AQ-7015 from the same vendor the water treatment plant uses. Mr. Burian recommends only doing one site to test the results of the phosphate injection. Park staff selected the soccer complex since we have necessary infrastructure in place. Estimated annual chemical cost is \$5,862. In order to implement Phase 1b; Burian & Associates has provide a proposal of \$8,502 to provide project management, jar testing at different chemical concentrations, and documentation of findings. Motion by Vice President Arenz and seconded by Commissioner Hatzenbuhler to approve Burian & Associates to completed Phase 1b for \$8,502. Motion passes 5-0.

**Item # 3:** Director Higlin presented a proposal from ICON Architectural firm to complete an assessment of the Park Operations Maintenance Building. At our December 2020 year-end financial retreat, Commissioners approved staff to solicit architectural services to renovate the existing Operations Building and consider expansion options. We met with ICON, Mandan architectural business to review our existing facility and determine any concerns with expansion and renovation. The existing maintenance building was constructed in the 1940's and had various improvements to the facility over the years. Park Superintendent Fleck would like to add 5,000 sq ft to the building while renovating the existing building. Concerns from ICON is that the current building will need to be brought to 2021 building codes which means it could be cost prohibitive to renovate. If 50% or more of the existing building needs to be updated to current building codes, it may be cost prohibitive. It would be a better use of our funding to construct a new building and use the existing facility as storage or other uses determined by staff.

ICON proposes three different options, after the initial review, we would be responsible for \$25,000 fee and ICON would present their recommendation after completing their assessment of the building. If the board approve moving forward to design and bid documents, the \$25,000 will be part of the percentage fee of the overall project if it moves forward.

The fee options are the following:

- 8% to expand 5,000 sq ft and renovate existing building
- 7% to build a new maintenance building ranging from 5,000 to 10,000 sq ft
- 9.5% if we only renovate the existing building.

Motion by Commissioner Mehlhoff and seconded by Vice President Arenz to approve the contract with ICON Architectural Firm to complete the feasibility study of the Park Operation Maintenance Building. Motion passes 5-0.

**Item #4:** Accounting Manager Welch presented the 2020-2021 budget amendment for approval.

**Special Assessment Fund:**

- The Mandan Park District has budgeted the annual special assessment payment on the cash basis, but it is necessary to record it on the accrual basis for audit purposes in the amount of \$49,580.91. This is simply a timing difference in recording the expenditures, not an increase in total dollars spent.

**Capital Improvement Fund:**

- Expenditures exceeded the budget by \$2,839 but had offsetting revenue of \$9,699 in the form of a grant received from the Mandan Hockey Club.
- The Board had previously approved the 19<sup>th</sup> Street Trail Project, but were waiting to see if it was, being special assessed. Since it is not, the Capital Improvement Fund reserve funds are the funding source in the amount of \$40,854.03.
- New sand for the Legion volleyball courts was completed in the fall of 2020 because the weather allowed, instead of 2021 as budgeted, so a budget transfer is needed to move the funds between years in the amount of \$13,092.45.

**Construction Fund:**

- Memorial Ballpark Pledges collected on behalf of the Mandan Baseball Club were deposited into this fund, and also paid to the Mandan Baseball Club from this fund. A budget amendment is required to show the activity in and out of the fund for \$112,973.81.

Motion by Commissioner Mehlhoff and seconded by Commissioner Froehlich to approve the 2020-2021 budget amendments as presented. Motion passes 5-0.

**Item #5:** President Meschke read the second and final revisions of Park District ordinances:

- Ordinance # 1001 relating to meetings, officers, and rules of procedures and repealing ordinance in conflict.
- Ordinance # 1002 regulating the speed and use of motor vehicles, mini bikes, snowmobiles on park and playground properties; providing for exceptions and thereto and penalties for violation.
- Ordinance # 1003 was deleted and combined with Ordinance # 1001.
- Ordinance # 1004 relating to procedure for conveyance, sale, lease, or disposal of personal and real property of the Park District.
- Ordinance #1005 was deleted and combined with Ordinance # 1001.
- Ordinance # 1006 regulating the use of alcoholic beverages in park property, providing for enforcement, and penalties for violations.
- Ordinance # 1008 was deleted and combined with Ordinance #1009.
- Ordinance # 1009 prohibiting certain acts in park properties and providing penalties for violations.
- Ordinance # 1047 regulating the usage of fireworks on park property.

Motion by Vice President Arenz and seconded by Commissioner Mehlhoff to approve the Park district ordinances as presented. Motion passes 5-0.

**Item # 6:** Director Higlin presented an overview of 2020. When the coronavirus affected the district, we had to close the Sports Complex, All Seasons Arena, refund participants in the youth vb league and the after-school program for all of April and May in the amount of \$132,000. On May 18, 2020, the leadership team implemented our reopening plans for facilities that closed. Staff were successful in all of our facilities and programs as we had record years in attendance for facilities and it reflected in the financials. We were able to still improve two neighborhood parks at HA Kautzman and KC Park, pave the parking lots at softball and baseball complex, renovate the RR waterfall, and complete hole # 14 at PWGC water hazard. Memorial Ballpark was awarded the Golden Egg award from NDRPA for excellence in construction. We also unveiled our new district logo to kick off our 100 yr. celebration of the Mandan Park District. Director Higlin stated that we had 9 FT employees impacted by covid who used 437 hours of sick pay through the Family First Coronavirus Response Act.

Accounting Manager Welch presented the 2020 year-end financial review.

	<u>Revenue</u>	<u>Expense</u>
District Budget:	\$6,826,126	\$ 6,171,812
Raging Rivers:	\$ 762,714	\$ 708,626
Park Operations:	\$ 153,069	\$ 669,000
Recreation:	\$ 669,546	\$ 540,145
Golf:	\$1,344,956	\$ 1,116,577
Sports Complex:	\$ 249,824	\$ 519,201

Each manager provided overview/highlights of 2020:

Park Operations Manager Fleck: Staff started removing trees at DCP and was starting to open spring facilities until covid impacted. We were able to address HA Kautzman Park and KC Park improvements that were completed in June, compared to normal years we do not complete park renovations until late fall. Five employees were certified for pesticide spraying; we disinfected all parks and trails twice a week to help with covid concerns. We also added a new road and shed at the soccer complex, while realigning the road on the west side of DCP. Trail use was extremely high along with our neighborhood parks. The softball parking lot was completed and additional safety nets added to Memorial Ballpark.

Golf Operations Manager Brad Olson: The 2020 golf season had a record year with revenue and golf rounds. We saw new people coming out to golf due to covid; we had 44,660 rounds of golf and sold 347 season passes. No staff were impacted by covid that allowed us to keep up with maintenance. Major projects completed were hole # 14, (7) tee box expansion, and parking lot resurfaced, new parking lot lights, landscaping around the pro shop, and new concrete. Zip codes were tracked all year and 70% of the golfers came from Bismarck, 25% Mandan, and the remaining were from outside the Bismarck/Mandan area.

Director Higlin gave an overview for Raging Rivers as he assumed those management duties with the personnel changes that took place. The season relied on 100 seasonal employees, and 41,000 people attended the park in 81 days. We sold 1,107 season passes and closed the park 4 times for cleaning and weather. Labor wages were higher to address the personnel changes that took place. The return on investment for addressing infrastructure repairs resulted in \$35,000 saving in utilities.

Director Higlin provided an overview for Recreation & Facilities for Dave Frueh who was absent for a family matter. Youth and adult sports statistics were down compared to prior years due to covid. Recreation staff staggered the start of programs once we made the decision in May to move forward with programming. The Sports Complex was closed for two months due to the Governor's mandate for occupancy reasons. We rented 2,100 hours of ice compared to 2,300 house from the previous year.

Authorization of payment of the monthly bills. Motion was made by Vice President Arenz and seconded by Commissioner Hatzenbuehler, Motion passes 5-0.

**MANDAN PARK DISTRICT**  
**\*Check Summary Register**

Name	Check Date	Check Amt
<b>11000 STARION FINANCIAL</b>		
Paid Chk# 043555 ALYEA, CODY	2/9/2021	\$24.46 JAN CELL PHONE REIMBURSEMENT-P
Paid Chk# 043556 AVI SYSTEMS	2/9/2021	\$512.51 PA SYSTEM REPAIR-SSC
Paid Chk# 043557 BARTH, DALE	2/9/2021	\$32.75 JAN CELL PHONE REIMBURSEMENT -
Paid Chk# 043558 CITY OF MANDAN - PUBLIC	2/9/2021	\$750.92 UNLEADED & DIESEL FUEL - PARKS
Paid Chk# 043559 COLE PAPERS INC	2/9/2021	\$225.70 HAND SOAP-SSC
Paid Chk# 043560 DAKOTA STAR GYMNASTICS	2/9/2021	\$478.64 REIMBURSE AMANDA HEALTH INS PR
Paid Chk# 043561 ELECTRO WATCHMAN INC	2/9/2021	\$140.00 SERVICE CALL-RR
Paid Chk# 043562 FRUEH, DAVE	2/9/2021	\$53.76 MILEAGE REIMBURSEMENT JAN-REC
Paid Chk# 043563 INDIGO SIGNWORKS INC	2/9/2021	\$2,200.00 DEPOSIT FOR WIND DAMAGE REPAIR
Paid Chk# 043564 INNOVATIVE OFFICE	2/9/2021	\$110.76 PAPER-ADMIN
Paid Chk# 043565 JOHS, CASEY	2/9/2021	\$38.08 JAN MILEAGE REIMB-REC
Paid Chk# 043566 KK BOLD	2/9/2021	\$60.00 WEB UPDATE-MARKETING
Paid Chk# 043567 MANDAN PUBLIC SCHOOLS	2/9/2021	\$50,000.00 ANNUAL JOINT FACILITY MAINT AG
Paid Chk# 043568 MONARCH PRODUCTS	2/9/2021	\$126.00 SPLASH BLOCKS-ASA
Paid Chk# 043569 MORTON COUNTY	2/9/2021	\$126,182.04 JOHN WEEDA REAL ESTATE TAX REI
Paid Chk# 043570 NORTHERN TROPHY &	2/9/2021	\$682.00 ADULT VBALL SHIRTS
Paid Chk# 043571 NRG TECHNOLOGY SERVICES	2/9/2021	\$2,141.83 MARCH I.T. SERVICES
Paid Chk# 043572 SAMMONS, CASEY	2/9/2021	\$22.50 JAN CELL PHONE REIMB - PARKS
Paid Chk# 043573 NICOLE SCHERR	2/9/2021	\$96.00 DEC CELL PHONE REIMBURSEMENTAD
Paid Chk# 043574 SP&E	2/9/2021	\$585.50 REPLACEMENT VOLLEYBALL WINCH -
Paid Chk# 043575 ST. ALEXIUS MEDICAL CENTER	2/9/2021	\$250.00 4TH QTR 2020 EAP
Paid Chk# 043576 STEINS INC	2/9/2021	\$814.09 LINERS/MATS/PADS-SSC
Paid Chk# 043577 THOMAS, KELLY	2/9/2021	\$50.00 DEC CELL PHONE REIMBURSEMENT-A
Paid Chk# 043578 WATSON, TYRA	2/9/2021	\$121.68 JAN MILEAGE REIMBURSEMENT-MAQC
Paid Chk# 043579 WESTERENG, JOHN	2/9/2021	\$38.64 DEC CELL PHONE REIMBURSEMENT-M
Paid Chk# 043580 WORKFORCE SAFETY AND	2/9/2021	\$6,436.81 2021 PREMIUM
Total Checks		\$192,174.67
US Bank P-Cards		\$ 10,488.42
2-5-21 Payroll		\$ 61,677.81
2-19-21 Payroll		\$ 61,695.20

Motion to adjourn the meeting was at approximately 6:47pm. Motion made by Commissioner Mehlhoff and seconded by Vice President Arenz. Motion passes 5-0.

*Cole Higlin*

Cole Higlin (Mar 10, 2021 13:16 CST)

Cole Higlin  
Clerk, Mandan Park District



Wade Meschke  
President, Board of Park Commissioner









# February 8 2021 minutes

Final Audit Report

2021-03-10

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