

Mandan Park District  
Board Meeting Minutes  
January 10, 2022

The Board of Park Commissioners duly met in special session on Monday, January 10, 2022, at City Hall, 205 2<sup>nd</sup> Ave NW in the Bosch Froelich room.

**Attendees:**

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

Park District Staff present: Cole Higlin Dave Frueh

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 December 13, 2021 regular meeting minutes. Motion passes 5-0.

**Item #1** Genie Sauvageau; President of the Dakota Star Gymnastics presented a summary of the 2021 fiscal year and provided statistics of their program. In 2021 they started the year with 151 gymnasts and ended the season with 225. The winter months are when we see a rise and we currently have a waiting list. Dakota Stay Gymnastics is struggling to retain and recruit employees like many other businesses. Dakota Star Gymnastics has four “rocks” to work on; 1. Financial Stability 2. New Changes in staffing; (Office Manager and a Coach) 3. Capitalization on new opportunities 4. Collaborative board with updated handbook for future board members. President Meschke praised Dakota Star Gymnastics on looking to the future on their financials and hope the small annual increase in rent doesn’t impact the group.

**Item # 2:** Director Higlin updated the board on the following projects:

- a) Zac Ranisate with Burian & Associates updated the board on the status of the Heart River Supply project. Phase I construction has begun, Bowers Excavating has tied into the city water main and tied into the valve vault. The initial plan was to have this completed this winter, since supplies are difficult to get, we will complete the project this spring. In order to tie into the Heart River we need a 408 permit. The Corp of Engineers is currently reviewing the project and we hope to have some direction on the permit in time for the March board meeting. The vertical pump is estimated at 4-6 months for delivery and will need to determine if the Park District would like to order the pump in March to meet the construction timeline. Discussions are being held with staff about bidding the project in two separate bid packages. Bid package 1 would be the transmission line from valve vault to the pump house at Legion Park trying to avoid impact to Municipal GC. Bid package 2 will be the boring under the levee and construction of the pump house which will require the vertical pump in order to energize the system. We have a couple of options; Bid package 1, we bid in March and start construction in April – June not knowing if we are approved with a permit until June 2022 . This will require the Park District to purchase the vertical pump and instrument controls panel. Second Option with bid package 1 and hold bids for either 30 or 60 days not knowing if contractors will hold their prices. The Bid Package 2 levee boring will occur once we know when the permit is approved and completed in the fall. President Meschke asked if the Corp of Engineers have had any concerns with the permit. Zac Ranisate said they are in the middle of the technical review and doesn’t foresee any issues, its mostly addressing the need for the permit. If we ordered the vertical pumps and control panels and we are denied the permit, can we sell the equipment since its hard to secure. Commissioner Mehlhoff asked how he anticipates crossing the highway and 7<sup>th</sup> Street? Zac Ranisate stated that we will bore under the highway and open trench cut across 7<sup>th</sup> Street SW due to costs, they looked at both options and it was not cost prohibitive to bore under 7<sup>th</sup> Street SW.

Director Higlin stated that we will have Burian & Associates at each meeting until bid opening is completed and when we execute the bond proceeds, we have three years to complete the project. Director Higlin stated that we will use the wells at baseball and north softball complex. We will need to use city water for the south softball complex until the transmission line construction is completed. Our goal is to complete the project in 2022.

b) Rodeo Arena:

- a. Prebid Meeting is scheduled for Jan. 18 at 1pm.
- b. Bid Opening is scheduled for Jan. 31 at 10am (this date may need to move a week).

c) Mandan Tennis Center:

- a. Soil Testing has been approved and will start the week of January 10<sup>th</sup>.
- b. Site plan has been approved by Tracy Porter and Park District.
- c. Fundraising reached \$500K which includes naming rights for \$250K. This doesn't include the land donation of \$400K
- d. We plan on bidding the dome manufacture first (ASAP) and present at a special meeting since we will not meet the Feb. 14 board meeting date.
- e. Second bid opening to match the dome manufacture requirements is scheduled for May 3.

d) Faris Field/Youth Complex:

- a. We are interviewing 4 firms on January 20<sup>th</sup> from 10-2pm. The (4) firms are WSB, KLJ, Burian, and Moore. We will recommend a firm at our Feb. 14 board meeting.

b. Selection Committee Members:

- i. Commissioner Hatzenbuhler
- ii. Damian Huettl; Mandan Baseball
- iii. Nate Miller; Girls Fastpitch
- iv. Dave Frueh; Rec/Facilities Manager
- v. Dusting Fleck; Park Operations Manager
- vi. Cole Higlin; Facilitate the interviews (non-voting)

c. Phase 1 – Preliminary Design

- The Owner is looking at the feasibility and construction costs to construct the following:
- Two fast pitch Agri lime/grass fields at former Faris Field.
- Alternate for a third field.
- Alternate for a synthetic turf field.
- Redesign the layout of fields 9 -12 at the youth baseball complex with option of lengthening the fields. Field improvements to include block dugouts and backstops and netting system to catch foul balls.
- Alternate for a synthetic turf field on diamond 10, 11 and 12
- Demolition of existing residence and new parking lot to the west of Memorial Ballpark (referencing the McClelland property).
- New parking lot to the east of Faris Field with walkways to the fields.

E) SSC Locker Room Expansion:

- d. This project has stalled with very little direction from the Mandan Hockey Club.
- e. I told JLG Architecture Firm that the Park District will not sign an agreement until the Mandan Hockey Club has approved the contract at their board meeting. They met on January 5, 2022 and we have tried to contact them on the status.
- f. We have completed the survey and soil testing for the site. These bills are the MHC responsibility.
- g. Construction estimates are at \$2 - \$2.5 million which exceed their budget.

**Item #3:** Director Higlin requested approval to apply for the ND State Parks and Recreation “Park District Facility Renovation Grant.” There currently is \$3.5 million set aside for Park Districts with a population of 15,000 people or greater and maximum funding is \$1 million which requires a 50% match. Director Higlin would like to apply for the grant for the following projects:

Project	Est. Cost	Park District Share	Grant Share
RR reline lazy river	\$ 426,500.00	\$ 213,250.00	\$ 213,250.00
RR reline activity pool	\$ 60,000.00	\$ 30,000.00	\$ 30,000.00
RR rock repair on lazy river	\$ 97,000.00	\$ 48,500.00	\$ 48,500.00
subtotal:	\$ 583,500.00	\$ 291,750.00	\$ 291,750.00
RR Interior Operations	\$ 500,000.00	\$ 250,000.00	\$ 250,000.00
<b>RR Grand Total:</b>	<b>\$ 1,083,500.00</b>	<b>\$ 541,750.00</b>	<b>\$ 541,750.00</b>
Youth Baseball Fencing	\$ 232,000.00	\$ 116,000.00	\$ 116,000.00
<b>Grand Total Grant</b>	<b>\$ 1,315,500.00</b>	<b>\$ 657,750.00</b>	<b>\$ 657,750.00</b>

President Meschke stated that having a strategic plan and feasibility plans for this proposed project is important knowing that we are planned to complete these projects. President Meschke asked how do we propose prioritize our requests? Director Higlin stated that we have submitted our projects in priority order, RR relining and rock repair is priority one, priority two is the renovation of interior operations, and priority three is the fence replacement.

Motion by Commissioner Mehlhoff to apply for a \$1,315,500 for the Park District Facility Renovation Grant for the Raging Rivers reline lazy river, reline activity pool, rock repair on lazy river, renovate Interior Operations, and youth baseball fencing replacement and committing the \$657, 750 financial commitment of the Park Districts 50% share. Seconded by Commissioner Froehlich; motion passes 5-0.

**Item #4:** Director Higlin requested approval of designation of deposits for Starion Bank, BNC Bank, and Dakota Community Bank & Trust. Motion by Commissioner Froehlich and seconded by Commissioner Hatzenbuhler to approve designation of deposits for Starion Bank, BNC Bank, and Dakota Community Bank & Trust for the Mandan Park District. Motion passes 5-0.

**Item # 7:** Commissioner/Staff Reports: No report.

Motion by Commissioner Arenz and seconded by Commissioner Hatzenbuhler to approve the monthly bills. Motion passes 5-0.

## Check Summary Register

Name	Check Date	Check Amt	
<b>11000 STARION FINANCIAL</b>			
44078	ADVANCED BUSINESS METHOD	1/11/2022	\$2,477.68 2022 COPIER MTNCE FEE-ADMIN
44079	ALYEA, CODY	1/11/2022	\$24.43 DEC CELL PHONE REIMBURSEMENT-
44080	AVI SYSTEMS	1/11/2022	\$369.88 SOFTWARE SUPPORT SSC
44081	BARTH, DALE	1/11/2022	\$32.68 DEC CELL PHONE REIMBURSEMENT-
44082	BERGER, MELISSA	1/11/2022	\$30.00 AQUATICS MEMBERSHIP REFUND
44083	BOBS CUSTOM SERVICES INC	1/11/2022	\$2,100.00 CONVERT CLUBHOUSE LIGHTS TO LED PW
44084	BURIAN & ASSOCIATES LLC	1/11/2022	\$11,140.00 PRELIM DESIGN IRRIGATION
44085	CITY OF MANDAN	1/11/2022	\$3,807.18 GAS AND DIESEL FUEL NOV-PARKS
44086	CS DOORS INC	1/11/2022	\$700.45 REPLACED BROKEN SPRING SSC
44087	DAKOTA PROMOTIONS	1/11/2022	\$173.03 W2/1099 FORMS - ADMIN
44088	DAKOTA STAR GYMNASTICS	1/11/2022	\$478.64 DEC 21 HEALTH INS REIMBURSEMENT
44089	DIRK PLUMBING & HEATING INC	1/11/2022	\$100.00 FIXED WIRE ON EAST HUMIDIFIER ASA
44090	ELECTRIC SYSTEMS INC	1/11/2022	\$5,195.00 REPLACED LIGHT POLE LEGION PARK
44091	ELECTRO WATCHMAN INC	1/11/2022	\$180.00 ANNUAL ALARM 2022 ASA
44092	FETZER ELECTRIC	1/11/2022	\$395.00 ADJUST PARKING LOT LIGHTS SSC
44093	FRUEH, DAVE	1/11/2022	\$85.12 DEC MILEAGE REIMBURSEMENT-REC
44094	GATE CITY BANK	1/11/2022	\$93,101.98 RR IMPROVEMENT LOAN PRINCIPAL
44095	ICON ARCHITECTURAL GROUP	1/11/2022	\$12,250.00 DESIGN-PARK SHOP MTNCE BLDG PROJECT
44096	INNOVATIVE OFFICE	1/11/2022	\$111.75 CALENDAR-PARKS
44097	JOHS, CASEY	1/11/2022	\$33.60 DEC MILEAGE REIMBURSEMENT-REC
44098	KADRMAS LEE & JACKSON INC	1/11/2022	\$11,440.00 TOPOGRAPHIC SURVEY-LOCKER ROOM
44099	LEVI, CINDY	1/11/2022	\$650.00 2021 HR CONSULTING
44100	MAGI TOUCH CARPET ONE	1/11/2022	\$14,821.61 NEW FLOORING INSTALL MM
44101	MTI DISTRIBUTING INC	1/11/2022	\$64.52 BED KNIVES PW
44102	NEUBERGER, TERRY	1/11/2022	\$400.00 DEC OFFICE CLEANING-ADMIN
44103	NORTHERN TROPHY &	1/11/2022	\$2,799.19 STAFF CLOTHING CHRISTMAS-ADMIN
44104	NRG TECHNOLOGY SERVICES	1/11/2022	\$2,609.73 SSL LICENCE RENEWAL
44105	PHYNE PHOTOGRAPHY	1/11/2022	\$84.00 BRENT WEBER PROFESSIONAL PHOTO
44106	NICOLE SCHERR	1/11/2022	\$57.68 DEC MILEAGE REIMBURSEMENT-MAC
44107	SPIFFY BIFFS	1/11/2022	\$98.00 PORTABLE RESTROOM PW
44108	THE PRINTERS INC	1/11/2022	\$1,820.00 SCORE CARDS MM
44109	VERMONT SYSTEMS INC	1/11/2022	\$8,259.30 2022 ANNUAL SOFTWARE FEES
44110	WATSON, TYRA	1/11/2022	\$133.60 OCT CELL PHONE REIMBURSEMENT-
44111	WESTERENG, JOHN	1/11/2022	\$39.99 DEC CELL PHONE REIMBURSEMENT-MM
	<b>Total Checks</b>		\$176,064.04
	<b>Total Credit Cards</b>		\$ 17,681.46
	<b>01/07/22 Payroll</b>		\$ 79,379.96
	<b>01/21/22 Payroll</b>		\$ 83,188.95

Motion to adjourn the meeting was at approximately 6:15pm. Motion made by Commissioner Froehlich and seconded by Commissioner Mehlhoff; Motion passes 5-0.

*Cole Higlin*

Cole Higlin (Feb 15, 2022 08:48 CST)

Cole Higlin  
Clerk, Mandan Park District

*Wade Meschke*

Wade Meschke  
President, Board of Park Commissioner









# January 10 2022 minutes

Final Audit Report

2022-02-15

Created:	2022-02-15
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAumfPsZyXGyifEGebRLP3NdFNeyo8AP9O

## "January 10 2022 minutes" History

-  Document created by Kelly Churchill (kchurchill@mandanparks.com)  
2022-02-15 - 2:38:19 PM GMT- IP address: 96.3.192.114
-  Document emailed to Cole Higlin (chiglin@mandanparks.com) for signature  
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2022-02-15 - 2:47:52 PM GMT- IP address: 96.3.192.114
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Signature Date: 2022-02-15 - 2:48:08 PM GMT - Time Source: server- IP address: 96.3.192.114
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2022-02-15 - 2:48:10 PM GMT
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2022-02-15 - 2:55:18 PM GMT- IP address: 3.89.119.108
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Signature Date: 2022-02-15 - 4:56:30 PM GMT - Time Source: server- IP address: 165.234.101.98
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