

Mandan Park District
Board Meeting Minutes
March 14, 2022

The Board of Park Commissioners duly met in special session on Monday, February 14, 2022, at City Hall, 205 2nd 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

Legal Council: absent

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 Froehlich to approve the February 14, 2022, regular meeting minutes. Motion passes 5-0.

Item #1

- a) Director Higlin presented the bids for the Mandan Rodeo Arena which were opened on March 10, 2022. Director Higlin summarized funding in place currently, \$1 million Visitors Fund, \$500,000 Dale Pahlke, \$250,000 DCB&T, \$50,000 MDU, and \$500,000 from Roy Gilbreth for a total of \$2.3 million. The total cost of the project including design fees is \$2,874,140 which indicates a shortfall of \$574,140. Dale Pahlke has agreed to cover the shortfall with the stipulation that any new fundraising goes directly to pay off the \$574,140 first. Director Higlin stated that there are some large donors who have verbally agreed to donate to the project but unable to direct the funds due to the timing of future board meetings. Director Higlin stated that we currently have a signed agreement with the Mandan Rodeo Days Committee that any shortfall of funds is the responsibility of the Mandan Rodeo Days Committee. I spoke with Attorney Ruff prior to the meeting since he is unable to attend tonight's meeting and he stated that this agreement will place all responsibility on the Mandan Rodeo Days Committee if adequate funds are not available to make the annual debt service payment. Jason Mittlestadt, past rodeo chairperson stated that we support the bids and explained that the new arena will have two sets of bleachers with covered canopies that will seat 2,000 people each. We will have a new crow's nest, arena lighting, sound system, concrete under the bleachers and sidewalks leading to the seating areas. Items that will not be included at this time but will be added in the future is the ticket booth, pavilion, and north side fencing which Dustin Fleck, Park Operations Manager stated that they can build over the winter if funding allows. Motion by Commissioner Arenz to award Northwest Contracting in the amount of \$2,357,040 accepting alternates # 1 and #3.2 and Western Edge Electric in the amount of \$417,100 accepting alternates 3A, 3B, and #4; contingent on the Mandan Rodeo Committee securing an agreement between DCB&T/Dale Pahlke and the Mandan Park District in the amount of \$585,000 which will be reimbursed with future fundraising; second by Commissioner Hatzenbuhler. Motion passes 5-0. Director Higlin requested approval to solicit loan rates and terms for the rodeo arena project at which time we will bring back to the board for final approval. We do not plan on executing the loan right away as we plan to use current funds on hand first to minimize our interest expense to the Park District. Motion by Commissioner Mehlhoff and seconded by Commissioner Hatzenbuhler to solicit loan rates and terms for financing the rodeo arena project. Motion passes 5-0.
- b) Director Higlin presented bids for the Mandan Tennis Center dome in the amount of \$857,566 from Yeadon. All that we are asking for approval tonight is \$6,500 to start the design of the dome specifications for foundation and footing requirements as each vendor has different construction specifications. In addition, we are requesting approval to order the inflation fan and generator in the amount of \$52,000 as they have long lead times for delivery. Director Higlin stated that we want to have the bids for phase 2 which includes the tennis

courts, pickle ball courts, building which will include the restrooms, waiting area, and office before we approve bid package 1. We are able to hold bid package 1 for 100 days which will allow Tracy Porter and the Park District to determine if bids are reasonable to move forward with the package. Motion by Commissioner Hatzenbuhler and seconded by Commissioner Arenz to approve Yeadon in the amount of \$6,500 to start design and to approve purchase of the inflation fan and generator in the amount of \$52,000. Motion passes 5-0.

- a) Faris Field/Youth Complex: Director Higlin stated that the committee for design and upgrades to the Faris Field site and youth baseball complex met on February 22, 2022. Members that were present included KLJ; Brad Krogstad and Brent Noonan, MPD; Cole Higlin, Dustin Fleck, Dave Frueh, MBC Dave Oster, and MGFP Nathan Miller and Lance Belovak. Director Higlin stated that the minutes reflect our discussions for potential upgrades and options. KLJ will present cost estimates on March 24 at our Parks & Facilities Portfolio. At that time will determine the next step along with funding scenarios from all parties to proceed with the project.

E) Irrigation System Update:

Director Higlin stated that in order to accept bids for an improvement district, bids can not exceed 40% of engineer estimates. Director Higlin stated that we approved preliminary cost estimates in July 2021 and since then material costs have doubled along with fuel increases. Director Higlin requested Burian & Associated to update the costs estimates for phase 2 which have doubled. Originally phase 2 was estimated at \$750,000 and now has increased to \$1.3 million. Director Higlin stated that the updated cost estimates has increased our return on investment and potentially pushing the bid date back to this fall may help us if material costs decrease. Director Higlin stated that phase 1 will allow us to have access to city water to irrigate our baseball/softball complexes this summer. We ran tentative costs estimates on city water usage and we assume in a normal rainfall year we can expect a \$50,000 annual expense to irrigate our fields with city water. President Meschke stated that we still need to secure Corp of Engineers approval on the permit. Once we get Corp of Engineers approval on the permit, then we can decide when to move forward with bidding the irrigation project.

Item #2: Director Higlin presented an opportunity to start a foundation for the Park District. The purpose of foundation allows us to apply for grants that we are not eligible for today and allows opportunities for long term philanthropy. These funds could be used to maintain our facilities and youth programs. Director Higlin recommended that Vice President Arenz is appointed the chair of the steering committee to develop the Mandan Park District Foundation. Motion by Commissioner Hatzenbuhler and seconded by Commissioner Froehlich to approve the park district to start the process to create a foundation and appoint VP Arenz to steer the committee. Motion passes 5-0.

Item #3: Purchase of park land in SW Mandan is tabled for April board meeting.

Commissioner/Staff reports: Director Higlin stated that April 1, 2022, we will be sending a letter to residents who park miscellaneous vehicles and campers on Nicola's will be required to move them by May 1, 2022. If vehicles are parked on the property in the future, they will be towed at their expense. Attorney Ruff has been working on covenants to determine if we can sell or subdivide the property to adjacent landowners.

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

Check Summary Register
March 2022

Name	Check Date	Check Amt	
11000 STARION FINANCIAL			
44153 ABOVE & BEYOND STEAM	3/15/2022	\$1,058.10	Carpet Cleaning - Admin bldg
44154 ALYEA, CODY	3/15/2022	\$48.82	Jan Cell Phone Reimb - Parks
44155 AVI SYSTEMS	3/15/2022	\$30,884.42	District Security Camera and Alarm Upgrade
44156 BANYON DATA SYSTEMS INC	3/15/2022	\$495.00	Payroll Additional Entity Support for DSG
44157 BARTH, DALE	3/15/2022	\$20.00	Feb Cell Phone Reimb - Parks
44158 BURIAN & ASSOCIATES LLC	3/15/2022	\$2,360.50	Final design; Ap & Permit Coordination-
44159 CENTRAL MECHANICAL INC	3/15/2022	\$88.34	Drinking fountain service call - SSC
44160 CITY OF MANDAN	3/15/2022	\$1,003.87	Unleaded and Diesel - Parks
44161 DAKOTA FIRE STATION INC	3/15/2022	\$121.00	Annual Fire Inspection - SSC
44162 DAKOTA STAR GYMNASTICS	3/15/2022	\$502.99	Reimburse Amanda's Feb Health Insurance -
44163 DIRK PLUMBING & HEATING INC	3/15/2022	\$1,006.19	Repair shower faucets in wrestling room - ASA
44164 ETSYSTEMS INC	3/15/2022	\$260.00	Service Charge (Heat) - SSC
44165 FRUEH, DAVE	3/15/2022	\$84.24	Feb Mileage Reimb - Rec
44166 INNOVATIVE OFFICE	3/15/2022	\$47.02	Paper - Admin
44167 JOHS, CASEY	3/15/2022	\$52.65	Feb Mileage Reimb - Rec
44168 KLJ ENGINEERING LLC	3/15/2022	\$36,525.00	Prelim Design fees - MTC
44169 MANDAN PROGRESS	3/15/2022	\$1,100.00	2021 Christmas Mandan Bucks
44170 MANDAN PUBLIC SCHOOLS	3/15/2022	\$73,843.65	MAqC Dehumidifier Principal Pymt 11 of 15
44171 MANN SIGNS INC	3/15/2022	\$214.00	Golf Signs - Marketing
44172 MTI DISTRIBUTING INC	3/15/2022	\$515.70	Blades/Bedknives - PW
44173 NORTH DAKOTA GOLF	3/15/2022	\$275.00	2022 NDGA Membership Dues-MM
44174 NEUBERGER, TERRY	3/15/2022	\$400.00	Feb cleaning -Admin bldg
44175 NEWMAN SIGNS	3/15/2022	\$1,500.00	June/July Billboard - RR
44176 NORTHERN TROPHY &	3/15/2022	\$959.50	Youth Basketball Shirts
44177 NRG TECHNOLOGY SERVICES	3/15/2022	\$2,459.08	March IT Services - Admin
44178 PRAIRIE ENGINEERING PC	3/15/2022	\$1,091.25	Design/bidding - District Security Systems
44179 PREMIER ENTERPRIZES INC	3/15/2022	\$630.00	Golf Cart Rental - PW
44180 RIVARDS TURF AND FORAGE	3/15/2022	\$20,101.26	Fertilizer - PW
44181 NICOLE SCHERR	3/15/2022	\$114.88	Feb Mileage Reimb - MAC
44182 SPORTSFIELD SPECIALTIES	3/15/2022	\$2,240.00	Toe Boards - SSC
44183 STATE CHEMICAL SOLUTIONS	3/15/2022	\$414.79	Cleaning Supplies - SSC
44184 STEINS INC	3/15/2022	\$290.38	Latex Gloves - SSC
44185 BISMARCK TRIBUNE	3/15/2022	\$698.40	Air Supported Structure Ad - MTC
44186 THOMAS, KELLY	3/15/2022	\$50.00	Feb Cell Phone Reimb - Admin
44187 WARRENS LOCKS AND KEYS	3/15/2022	\$124.90	Door Lock - Parks
44188 WESTERENG, JOHN	3/15/2022	\$39.95	Feb Cell Phone Reimb - MM
44189 WHITewater WEST INDUSTRIES	3/15/2022	\$2,791.38	Balance due on wave channel controller - RR
44190 WINFIELD SOLUTIONS LLC	3/15/2022	\$15,180.35	Wetting Agent and Herbicide - PW
	Total Checks	\$199,592.61	
	US Bank	\$ 22,630.79	
	03-04-22 Payroll	\$62,377.66	
	03-18-22 Payroll	\$64,673.85	

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

Cole Higlin

Cole Higlin (Apr 12, 2022 10:11 CDT)

Cole Higlin
Clerk, Mandan Park District

Wade Meschke

Wade Meschke
President, Board of Park Commissioners









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Final Audit Report

2022-04-12

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By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAA44SVnjhTaA5XnWFJmStDB7k6Q-9uu7s

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-  Document emailed to Cole Higlin (chiglin@mandanparks.com) for signature
2022-04-12 - 2:49:05 PM GMT
-  Email viewed by Cole Higlin (chiglin@mandanparks.com)
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