

Mandan Park District
Board Meeting Minutes
November 8, 2021

The Board of Park Commissioners duly met in special session on Monday, November 8, 2021, 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 Froelich.

Park District Staff present: Cole Higlin and Teri Welch

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 Froelich and seconded by Commissioner Hatzenbuhler to approve the November 8, 2021 regular meeting minutes. Motion passes 5-0.

Item #1 Director Higlin introduced Brent Weber as the new Golf Professional for both golf courses. Mr. Weber will be replacing Brad Olson who is retiring Dec. 31, 2021 after 21 years of service to the Park District. Director Higlin stated that Garrett Schultz will be the new Golf Operations Manager and Mr. Weber will report directly to him and Director Higlin will supervise Mr. Schultz starting Dec. 1, 2022.

Item # 2: Director Higlin presented approval to bid the new rodeo arena. Keith Swenson from ICON Architecture Firm presented an overview of the design. Attorney Ruff developed an agreement between the Park District and the Mandan Rodeo Days Committee in case there are a shortfall of pledges and or additional expenses relating to the construction of the rodeo arena. Mr. Swenson stated that the main lower-level grandstands at DCP currently sit on dirt and need piers and concrete underneath them to avoid the wave in the entire section. Currently we do not have enough aisle to meet code to allow patrons to enter/exit the rows properly. In addition, we do not have enough ADA spots and chain link needs to be 54' instead of 42' that currently encloses the bleachers. If steps are higher than 30" we need to enclose the steps for safety. In order to repair these items, concrete work under lower bleachers is \$51,403, retrofit existing bleachers for ADA/Code/Safety reason is \$160,000, plus \$25,368 for contingency and \$10,000 for design fees for a total cost of \$246,771. Director Higlin stated that \$250,000 from the \$1 million contribution from the Mandan Visitors Fund was dedicated for this renovation. Director Higlin stated that the lighting project is a direct expense to the BMSCA and they will determine what type of project will move forward pending costs. The cost estimates of the new arena are \$518,471 for site work, \$1,593,300 for the arena which includes electrical, aluminum bleachers for 4,000 seats, bleachers canopy, and crows nest structure will be donated by Pahlke Steel. Project contingencies are \$253,413 and design fees are \$90,000. Total cost estimate is \$2,455,184. Director Higlin stated that the Mandan Rodeo Committee stated that they now of contractors who are willing to donate their time and materials to the project to assist with the funding shortfall. In order to give every contractor a fair opportunity to bid and donate portions of the costs back to the project, we have to bid the project assuming that we will won't get any donations to avoid any bid requirements from NDCC. The alternates are the following: alternate (1) is pavilion, ticket booth, and video screen totaling \$767,000 and alternate (2) is arena equipment, hospitality structure, and horse stall shelters totaling \$253,413. President Meschke stated his concerns on the overall construction costs vs funding in place. Mandan Rodeo Committee representative; Dan stated that we have secured donated labor and materials for this project once bids come out. It is difficult to determine the amount donations that I can give back to the project, its unknow until I see the bid package. We have electrical wholesale firms that will also donate materials once the plans are distributed. President Meschke has concerns with the \$1 million shortfall based on preliminary cost estimates

Item #3: Director Higlin presented the Mandan Tennis Center LLC contract with the Porter Family. The lease agreement presented has only three minor changes.

- 1) Use of Park District logo on all marketing materials and building for branding purposes.
- 2) Three year no termination clause.
- 3) Construction costs happen to increase; we would share 50/50 minus any fundraising.

Commissioner Mehlhoff asked if soccer will have the opportunity to use the facility. Tracy Porter stated at this time the facility would be strictly for tennis and pickleball due to the floor material which isn't conducive for indoor soccer. Mr. Porter provided an overview of the project. The facility will have six indoor tennis courts and 10 pickleball courts striped on the tennis courts. Mandan High School tennis programs will be able to use the facility at a reduced rate. The changes with the agreement Mr. Porter supports the three year no termination clause, park district logo, and increase construction costs. The intent is having no financial burden on the Park District. The hours of operation is 9am-9pm Mon-Thur and 9am-4pm Friday – Sunday, from Labor Day through Memorial Day. The facility won't be open during the summer, the outdoor pickleball courts will be available to the public in the summer.

Motion by Commissioner Arenz and seconded by Commissioner Froehlich to approve the contract as presented with the three recommendations and the contract will be amended once bids are approved. Motion passes 5-0.

Item #4: Director Higlin present for approval to hire KLJ for engineering service regarding construction of 16th Street NE and assess parking lot to the Park District. In addition to approve replat of the sale of properties and donation from Kupper Properties. Motion by Commissioner Arenz and seconded by Commissioner Hatzenbuhler to approve hire KLJ Engineering to petition the City of Mandan to construct 16th Street NE and the parking lot for the tennis center. Motion Passes 5-0.

Item #5: Park Operations Manager Fleck updated the board on the status of the Park Operations Building that was placed on hold this summer. We met with ICON Architectural firm about the status of the construction costs and material deliverables. The facility will take 12 months to receive pre-cast panels and roofing materials are also not able to give a price quote until delivery of the product. The recommendation is to finish the design of the building and shelve the project until bids and availability of materials improves. Having the design completed, it allows us to avoid 2–3-month design time in the future.

Item # 6: Director Higlin presented three agreements that are part of the new arena for the Mandan Rodeo Committee. Director Higlin presented the 2022-2024 Horse & Saddle Agreement, the MOU between the Park District, City of Mandan, and Mandan Rodeo Days Committee, and the donation agreements between Park District and Dale Pahlke/DCBT. Motion by Commissioner Mehlhoff and seconded by Commissioner Froehlich to approve the three agreements as presented. Motion passes 5-0.

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

MANDAN PARK DISTRICT

*Check Summary Register

43979	AGASSIZ	11/9/2021	\$2,970.00	FERTILIZER PARKS
43980	ALYEA, CODY	11/9/2021	\$24.43	OCT CELL PHONE REIMBURSEMENT-PARKS
43981	AMERICAN RESURFACING INC.	11/9/2021	\$17,420.00	CONCRETE REPAIRS RR
43982	ARNTSON STEWART WEGNER PC	11/9/2021	\$7,552.72	SP ASSESSMENT PREPYMT G.O. BOND
43983	AVI SYSTEMS	11/9/2021	\$362.76	CAMERA REPAIRS ASA
43984	BARTH, DALE	11/9/2021	\$68.97	SEPT CELL PHONE REIMBURSEMENT-
43985	BAUER CONCRETE INC	11/9/2021	\$775.00	SKATE PARK CONCRETE
43986	BIG HILL SERVICES LTD	11/9/2021	\$1,090.51	OLYMPIA ICE RESURFACER REPAIRS -
43987	BISMARCK MANDAN SECURITY	11/9/2021	\$97.20	EAGLE PARK PATROL SEPT
43988	BURIAN & ASSOCIATES LLC	11/9/2021	\$23,033.50	DESIGN CITY WATER CONNECTION
43989	BUSINESS RADIO LICENSING	11/9/2021	\$105.00	RADIO LICENSING FEES FOR IRRIGATION
43990	CENTRAL MECHANICAL IN	11/9/2021	\$544.37	FURNACE REPAIR SSC
43991	CHI ST ALEXIUS HEALTH	11/9/2021	\$250.00	3RD QTR EAP FEES
43992	CITY OF MANDAN	11/9/2021	\$43,701.65	1/3 COST SHARE OF 19TH ST TRAIL
43993	COLE PAPERS INC	11/9/2021	\$369.95	HAND SOAP SSC
43994	DAKOTA PLAYGROUND	11/9/2021	\$65,000.00	LEGION PARK PLAYGROUND
43995	DAKOTA STAR GYMNASTICS	11/9/2021	\$478.64	REIMBURSE OCT HEALTH INS PREMIUM
43996	ELECTRO WATCHMAN INC	11/9/2021	\$165.00	REATTACHED 2 DOOR SENSORS - RR
43997	FETZER ELECTRIC	11/9/2021	\$491.85	REPLACED OUTLET SSC
43998	FIRESIDE OFFICE SOLUTIONS	11/9/2021	\$376.00	PAPERVISION ANNUAL MAINTENANCE
43999	FRUEH, DAVE	11/9/2021	\$94.08	OCT MILEAGE REIMBURSEMENT - REC
44000	GRONDAHL RECREATION	11/9/2021	\$2,980.00	WOOD FIBER FALL PROTECTION-LEGION
44001	INNOVATIVE OFFICE	11/9/2021	\$86.44	PAPER/HIGHLIGHTERS - ADMIN
44002	JOHS, CASEY	11/9/2021	\$51.52	OCT MILEAGE REIMBURSEMENT - REC
44003	KK BOLD	11/9/2021	\$30.00	WEB DESIGN-MARKETING
44004	LIBERTY BUSINESS SYSTEMS	11/9/2021	\$129.00	PRINTER TONER - ADMIN
44005	NDSU DEPT 3110	11/9/2021	\$234.00	SOIL TESTING - PARKS
44006	NEUBERGER, TERRY	11/9/2021	\$400.00	OCT OFFICE CLEANING- ADMIN
44007	NORTHERN TROPHY &	11/9/2021	\$265.00	RED SHIRTS SAND VOLLEYBALL
44008	NRG TECHNOLOGY SERVICES	11/9/2021	\$3,559.88	RUCKUS PREMIUM SUPPORT 3 YRS
44009	PACIFIC SOUND & VIDEO	11/9/2021	\$426.76	REPAIR AUDIO/REPLACE WIRING PW
44010	PLAISTED COMPANIES INC	11/9/2021	\$3,968.90	TOPDRESSING SAND PW
44011	RIVARDS TURF AND FORAGE	11/9/2021	\$1,005.80	HERBICIDE PW
44012	NICOLE SCHERR	11/9/2021	\$50.40	OCT MILEAGE REIMBURSEMENT - MAC
44013	SPIFFY BIFFS	11/9/2021	\$136.00	PORTABLE TOILET-KAUTZMAN PARK
44014	STARION INSURANCE	11/9/2021	\$53.00	PROPERTY INS. SOCCER SHED
44015	STEINS INC	11/9/2021	\$3,329.00	WALK BEHIND SCRUBBER RR
44016	BISMARCK TRIBUNE	11/9/2021	\$132.00	LAND SALE AD FOR BIDS
44017	THOMAS, KELLY	11/9/2021	\$50.00	OCT CELL PHONE REIMBURSEMENT-
44018	TRI ENERGY COOPERATIVE	11/9/2021	\$27.82	KEROSENE-PARKS
44019	UPS SUPPLY CHAIN	11/9/2021	\$49.37	SHIPPING ICE RESURACER SUPPLIES SSC
44020	WARRENS LOCKS AND KEYS	11/9/2021	\$130.00	KEYS SSC
44021	WATSON, TYRA	11/9/2021	\$145.36	AUG CELL PHONE REIMBURSEMENT-RR

Total Checks	\$182,251.87
US Bank	\$35,378.57
11/12/21 Payroll	\$68,756.45
11/26/21 Payroll	\$65,738.30

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

Cole Higlin

[Cole Higlin \(Dec 21, 2021 14:41 CST\)](#)

Cole Higlin
Clerk, Mandan Park District



Wade Meschke
President, Board of Park Commissioner

Nov 8 2021 minutes new

Final Audit Report

2021-12-21

Created:	2021-12-21
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2ZKzIUoPu40V_Dcc7VagPLW8_M7nFK0A

"Nov 8 2021 minutes new" History

-  Document created by Kelly Churchill (kchurchill@mandanparks.com)
2021-12-21 - 8:33:20 PM GMT- IP address: 96.3.192.114
-  Document emailed to Cole Higlin (chiglin@mandanparks.com) for signature
2021-12-21 - 8:33:35 PM GMT
-  Email viewed by Cole Higlin (chiglin@mandanparks.com)
2021-12-21 - 8:39:29 PM GMT- IP address: 172.225.4.98
-  Document e-signed by Cole Higlin (chiglin@mandanparks.com)
Signature Date: 2021-12-21 - 8:41:34 PM GMT - Time Source: server- IP address: 96.3.192.114
-  Document emailed to Wade Meschke (wade.meschke@msd1.org) for signature
2021-12-21 - 8:41:36 PM GMT
-  Email viewed by Wade Meschke (wade.meschke@msd1.org)
2021-12-21 - 10:00:21 PM GMT- IP address: 54.147.246.36
-  Document e-signed by Wade Meschke (wade.meschke@msd1.org)
Signature Date: 2021-12-21 - 10:01:13 PM GMT - Time Source: server- IP address: 165.234.101.97
-  Agreement completed.
2021-12-21 - 10:01:13 PM GMT