

Mandan Park District  
Board Meeting Minutes  
December 9, 2019

The Board of Park Commissioners duly met in special session on Monday, December 9 2019 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, Commissioner's Chad Hatzenbuhler, Wanda Knoll and Miles Mehlhoff.

Park District Staff present: Director Cole Higlin and Accounting Manager 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 Knoll and seconded by Commissioner Mehlhoff to approve the November 11, 2019 regular meeting. Motion passes 5-0.

**Unfinished Business:**

**Item # 1:** Accounting Manger Teri Welch presented the final construction costs for Memorial Ballpark. Accounting Manager Welch stated that the overall construction budget was \$2.5 million and actual was \$2,527,449.37 or 1 % over budget. The Park Districts \$1 million contribution did not exceed our contribution. We did add some signage in the amount of \$2,839 to promote our role within the construction of the ballpark. Director Higlin stated that we are still waiting on 33 inserts and approving final payment today in the amount of \$86,000 will be held until inserts are delivered. Since we only meet once a month, we wanted to be able to close out the project in 2019 for auditing purposes since the project was completed in June 2019. Motion by Commissioner Mehlhoff and seconded by Vice President Arenz to approve final payment contingent that we receive the inserts first before releasing final payment. Motion passes 5-0.

**Item # 2:** Accounting Manager Welch requested approval to amend the 2020 Raging Rivers budget in the amount of \$51,500 to complete the waterfall and landing pool liner this spring. The board approved the \$150,000 improvement in 2019 using Raging Rivers cash reserves. Staff were unable to complete the project this fall due to weather conditions and contractors on prepared to come back in the spring when overnight temperatures reach 45 degrees. Motion by Vice President Arenz and seconded by Commissioner Knoll to amend the 2020 Raging Rivers budget in the amount of \$51,500. Motion passes 5-0.

**New Business:**

**Item # 1:** Director Higlin presented a request from the Mandan Baseball Club to be reimbursed from the Mandan Booster Club account in the amount of \$24,235 for the purchase of portable mounds. Director Higlin stated that the current fund balance in cash reserves is at \$45,000. The remaining fund balance will be addressed in the 2021 budget process since we are no longer receiving revenue from the Mandan Baseball Club in this account. Our recommendation is to restrict the \$20,000 in the Vision Fund for future improvements at the youth diamonds. Motion by Vice President Arenz and seconded by Commissioner Knoll to approve reimbursement for portable mounds in the amount of \$24,235. Motion passes 5-0.

**Items # 2:** Director Higlin presented the 2020-2024 Bismarck Mandan Stock Car Association agreement. The contract changes are the following: (1) annual lease will be \$14,500 with an annual increase of \$500 each year. (2) BMSCA will be 100% responsible for utilities and cleaning the interior and exterior of the facility. (3) BMSCA will provide pollution liability coverage for portable fuel tanks. (4) BMSCA agrees to follow the Park Districts I-strike policy and if the elect to not follow the policy liability falls directly on BMSCA. (5) Cleanup must be completed by the following Wednesday. (6) BMSCA will be responsible for insuring contents not permanently attached to buildings. Herb Bargmann; treasurer of the BMSCA presented that the DCP is entering its 30<sup>th</sup> anniversary and they annually host 21 events each year. President Meschke thanked the BMSCA for their involvement with making improvements at the DCP. Motion by Commissioner Knoll and seconded by Vice President Arenz to approve the 2020-2024 BMSCA as presented. Motion passes 5-0.

Director Higlin presented the Golf Operations Manager contract 2020 – 2021 with Brad Olson. Currently there are no changes to the contract. Mr. Olson will continue to receive 50% of adult beverages, 100% of merchandise and food, golf lessons, and will receive same benefits as full time employees. Motion by Vice President Arenz and seconded Commissioner Hatzenbuhler to approve the Golf Operations contract for 2020-2021 with Brad Olson. Motion passes 5-0.

**Item # 3:** The DCP Advisory Committee recommended the following items be considered:

- Paving of asphalt roads and parking lots are a need:
  - Concerns with H & S Club and rodeo, are needs for space for trucks, trailers, portable pens.
  - Paved parking doesn't benefit all users of the property.
    - Long term maintenance
    - Reinforced roads to handle heavy trucks/trailers.
  - Soccer would like to be able to expand youth soccer fields in the future to the west. Discussion was held to expand in 2022 as Parks Dept. is replacing the well in 2022.
- Playground equipment added to youth soccer complex.
- Eliminate road two roads on DCP property:
  - East road (north of youth soccer complex)-
    - Access would only come from Redwing Drive for north soccer parking lot, east gate of DCP, and community gardens.
    - Discussion on adding a apron/driveway on south end of youth soccer fields where vehicles drive over the curb.
  - West road:
    - Current furthest north road would be realigned to run straight east to gravel (Paved)
    - South road would be paved half way.
- Parks Dept.
  - Will address low area to remove wet areas by adding fill.
  - Will be responsible for removing both roads.
- Lower level seating needs to be replaced with enclosed risers, more aisles, hand rails, and back rests. Discussed individual stadium seats.
- LED Lighting for track lighting and parking lot for spectators.
  - Lights would benefit BMSCA and Rodeo.
- Renovate existing bathrooms:
  - Update them to code, expand for larger events.

The final recommendation to apply for Visitors Fund dollars are the following:

1. LED lighting upgrades and adding (4) additional light poles in the parking lot.
  - a. \$140,000
2. Renovate and Expand restrooms:
  - a. \$250,000
3. Lower Level Seating:
  - a. \$250,000
4. Asphalt roads and parking lot (north of youth fields)
  - a. \$158,000

The DCP Committee will determine among Park District and User Groups how to address financially the following items:

- West soccer field in 2022:
  - Parks Dept: \$20,000 for well upgrades
  - Discussion on how to fund 6<sup>th</sup> grade soccer field.
- Shelter on west side:
  - Park District awarded \$5,000 in 2019, but MPO funding did not develop as planned. Estimate is \$70,000. MPO, Rodeo, and MPD need to develop a plan on action on how to proceed.
- Playground Equipment:
  - \$75,000 (MPD needs to build this into our annual rotation).

Direction from the board was to continue finalizing cost estimates and present this dollar amount at a future Park District meeting for approval.

**Staff Reports:** Director Higlin stated that the Mandan Baseball Club is bidding for the Central Plains Legion Baseball Tournament for 2022 and 2024. The bid amount is \$35,000 and we secured \$17,500 from the CVB to reduce our financial contribution. We submitted a grant to the Walmart Foundation for HA Kautzmann Park and was awarded \$5,000. While researching for information, 2021 will be the 100 year anniversary of the Mandan Park District. We are in the process of planning and preparing for the 2021 budget to help celebrate in the community.

President Meschke stated that the Athletic Business Conference was a great experience and opened or minds to what is out there for future needs and wants. It's difficult to attend these conferences with a tight budget and wanting to bring back ideas to our communities.

Authorization of payment of the monthly bills. Motion was made by Commissioner Knoll seconded by Commissioner Hatzenbuhler Motion passes 5-0.

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

Motion to adjourn the meeting was at approximately 6:10pm. Motion made by Commissioner Knoll, seconded by Commissioner Hatzenbuhler. Motion passes 5-0.

*Cole Higlin*

[Cole Higlin \(Jan 22, 2020\)](#)

Cole Higlin  
Clerk, Mandan Park District



Wade Meschke  
President, Board of Park Commissioner









# December 9 2019 minutes

Final Audit Report

2020-01-23

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