

Mandan Park District  
Board Meeting Minutes  
February 8, 2016

The Board of Park Commissioners duly met in regular session on Monday, February 8th, 2016 at Ed "Bosch" Froehlich Meeting Room, City Hall. Those present were President Arenz, Vice President Knoll, Commissioner McPherson, Commissioner Allan, and Commissioner Hatzenbuhler.

President Arenz called the meeting to order at approximately 5:30 pm, CDT. President Arenz asked for approval of the minutes for January 11, 2016 regular meeting and Wednesday, January 27, 2016 special meeting. Motion was made by Commissioner McPherson, seconded by Commissioner Allan. Motion passes.

**Unfinished Business:**

- Section 1.) Update of Joint Facility Use Committee with Mandan Public Schools. Director Higlin stated no action is required for tonight on this, met last week for the first time, Commissioner Hatzenbuhler was unable to attend but he represents us along with Commissioner McPherson from the Park District. From the school district we have the school president Tim Richter and Sheldon Wolf the vice president, and staff Dr. Mike Bitz and Christi Schaufbauer along with Heide Delorme. We went through the process of the agreement, in effect January 1. We made our \$50,000 payment from each party, the balance we have in that account was \$26,586 prior to this which was our old joint powers agreement that we had with the Mandan Aquatic Center so our new balance we decided to merge those funds together, those long term maintenance funds for the joint facilities will be held in the school districts coffers like they have in the past, and that we will just have our meetings once a year as needed we can have more. The school district represented Tracy Porter would be the addition citizen at large, so we will have representation from a citizen to participate and it was motioned by all parties to offer that to Mr. Porter and he did accept it. The last item we had for discussion was the Mandan middle school tennis courts. We agreed to get additional bids and use those long term maintenance funds to resurface the tennis courts so we are keeping up with the ongoing maintenance.
- Section 2.) Update on the Mandan Sports Complex. Director Higlin stated he wanted to give an update on the timeline associated with the bids. We are going to bid this Friday, February 12<sup>th</sup>. It will be 3 bid packages. Our goal is to advertise on the 12<sup>th</sup>. And the big package 1 will include all the dirt work, underground utilities, paving, the track, the turf, seeding, landscaping, sports lighting and any site lighting on the complex. We will advertise for the 21 days we have to abide by century code and then bid opening will be March 8<sup>th</sup>, and then review the bids. May have to have a special meeting to approve the bids. Bid number 2 tentatively will be March 4<sup>th</sup>, and then bid 3 would be March 25<sup>th</sup>. We went to 3 bid packages so if there is any kind savings we can move that into bid package number 2 and 3 and look at trying to add on the alternates. If there are overages in bid package number 1 we know we need to reduce the alternates in bid package 2 and 3. We will be going in March 1<sup>st</sup> to the city commission against all the debt services associated with the sales tax has to be ran through the city commission. Heide and I have been attending meetings with city staff. It is a \$22 million dollar loan. The recommendation was to go to a 25 year bond in case there are any short falls associated with sales tax

decreasing we have enough dollars in the collections to pay the principle and interest. There is no penalty to prepay it so if we can get it done in 16 or 17 years whatever it may take based on the collections we will definitely pay it off. There will be 2 series bonds. A series A and a series B. Series B is what we will pay off first which is a 6 million dollar one based on the collections that we have, it could be done in 2 years, maybe 3 ½. And then we would put everything allocated towards the series A bond. The city commission will be approved the 1<sup>st</sup> week in March to be able to advertise and sell these bonds with Dorian company which is a 25 year bond. If it is over a 25 years our annual debt services payments will be about 1.2 million and if we are collecting about 1.9 what was estimated prior to the sales tax and today we got the finalized number we got 1.865. That is what we are using for a number for going to sell these bonds, that what we collected the last 12 months was 1.865 million. So we have about a 700 or 600 thousand dollar cushion if any type of shortfall in the future which I think is prudent on our side that we know the economy drops and increases with the sales tax collection. But there is \$600,000 that we have as far as room associated with that. Director Higlin clarified that the extra money has to be kept in escarole one year of debt service payments set aside and then anything we collect over and above goes back to pay the principles. We cannot use those funds for anything else. So the whole point is to pay it off sooner. And that's why we went with 2 bonds because we are going to need that initial 6 million up front which is the first bid package so we could get that started and get those collections in, and get it paid off as soon as we can to save on the interest instead of putting it all in the 25 year package. So the second series B will be the 16.6 million. Director Higlin stated attorney Ruff has been in correspondent with their attorney of Mandan 94 Shawn Smith getting the amendment added to the language so we are in escarole and everything is in place to purchase the land pending the bids, but he is putting in the amendments for the developers agreement and then have 10 days from the open of the bids and awarding to be finish the land purchase. Northwest contracting along with the building committee would review the bids.

- Section 3.) Status update on Millennium Trail rehabilitation. Director Higlin stated we approved last month to apply for a grant to resurface and rehabilitate the Millennium Trail from the fort Lincoln trolley south along 1806 and end at 19<sup>th</sup> street. It is scheduled to be bid in May; construction would start after the 4<sup>th</sup> of July. We are trying to work with Krolls Marathon, we have had communication with them but it will be a mid to late fall rehabilitation project for that trail.

#### **New Business:**

- Section 1.) Consider for approval:
  - a.) Designation of deposits. Looking for motion to approve depositories for the district public funds from Starion Financial, Wells Fargo, Dakota Community Bank and Trust, BNC National Bank and Columbus Bank and Trust. Columbus Bank and Trust is just to hold our flex funds so that account is always under \$10,000 so it is under the \$250,000 that's covered by the FDIC. They don't have to pledge additional security so that is why there is no letter from them. Motion was made by Commissioner Allan, seconded by Vice President Knoll. Motion passes.

- b.) Pledge of securities. Heide Delorme stated the Pledge of securities is required semi-annually to be approved. All banks are in compliance. Motion was made by Vice President Knoll, seconded by Commissioner Hatzenbuhler. Motion passes.
- Section 2.) Refinancing update on Raging Rivers. Heide Delorme stated they are looking into refinancing the bonds. Mike Manstrom with Dougherty & Company looking into doing this and he will have final numbers at the march meeting but he had just given me some information to give to the board showing that last year they approved refinancing to shorten the term for 12 years which shaved 2 years off of it. And keeping the current payment so our net interest cost would be 2.44% with a net cash flow savings of about \$250,000. This new financing will have a slightly lower payment and slightly lower interest cost of 2.12% and will give us a net cash flow savings of \$325,000. A comparison with the original 2009 bond with the refinancing. Showing it will end in 2027 instead of 2029. Net interests costs went from 4.96% to 2.12%, payment goes down slightly and total interest paid went from \$640,000 to a little over \$200,000 so it would save on interest.
- Section 3.) Consider for approval of 2016 district policies.
  - a.) Recreation, Marketing, Golf courses. Motion was made by Commissioner McPherson, seconded by Vice president Knoll. Motion passes.
- Section 4.) Approval of 2015 budget amendments. Heide Delorme asked for approval of the 2015 expense amendments in the amount of \$337,487.36. Motion made by Vice president Knoll, seconded by commissioner Hatzenbuhler. Motion passes.
- Section 5.) 2015 Annual Report. Director Higlin reported that the Mandan Park District as a whole was about 7.7 million in total revenue, of that 61% of that was revenue generated outside of property taxes, 39% was the collections we received in property taxes. From expenditures standpoint we are about 7.764 million. As far as employees that we have now for 2015, we still are at 23 full-time, and 340 seasonal staff. One of the highlights for the year as you know was the three quarter cents sales tax for the Mandan Sports complex along with Raging Rivers upgrades and then the universal playground. Parks department was not a big generator, \$238,368 in revenue, \$849,164 in expenses. Golf course along with raging rivers are two of our revenue generator facilities that we run not necessarily as an enterprise fund but those funds are kept within itself to generate and offset through revenue. 1.1 million revenue at the golf course, about a 10% increase in rounds at prairie west in 2015, about 65,000 between Municipal and Prairie West, and that had a lot to do with opening golf the middle of March and going all the way to early November. Along with season tickets we had about a 21% increase. Online tee times continue to grow each year. Total expenses for the golf course are \$982,000. Raging Rivers, another fee generated facility; it is a separate of the general fund due to the refinancing bond. Total revenue is about \$762,000, we had about a 22% increase in tickets sold for the year and an 8% increase in season tickets for the year. It is about a \$30,000 profit for the year. Adult recreation seen an 8% growth and youth had a 5% growth.
- Section 6.) Commissioner Reports
  - Heide Delorme, accounting manager stated W2's and 1099's have been sent out. Currently working on Subitup training for the electronic time clock.

- Kara Haff, Aquatics Manager stated job announcements will be posted for summer positions in the next couple of weeks. The new website will be launching the beginning of March.
- Mike Zerr, Parks Manager stated 3 out of 4 tennis courts have been knocked down with the help of the city.
- Attorney Ruff stated he will be working with attorney Smith on the closure requirements on the land purchase for the sports complex in the next month so everything will be in place when we close on that property.
- President Arenz stated that Public Communications category has been added to the monthly agenda for anyone that comes to the meeting to speak or to ask questions.
- President Arenz asked what will the space at Raging Fitness be used for once it closes. Director Higlin stated possibly a conference room, storage and offices.

Authorization of payment of the monthly bills. Motion made by Vice President Knoll, seconded by Commissioner McPherson. Motion passes.

## MANDAN PARK DISTRICT

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### \*Check Summary Register©

February 2016

Name	Check Date	Check Amt	
<b>11000 STARION FINANCIAL</b>			
Paid Chk# 040278 ANYTHING WEATHER	2/9/2016	\$8,096.00	REMOTE WEATHER ALARM SYSTEM
Paid Chk# 040279 BIS-MAN CONVENTION AND	2/9/2016	\$200.00	ANNUAL MEMBERSHIP DUES FOR 2/1
Paid Chk# 040280 BROWN AND SAENGER	2/9/2016	\$146.20	BINDER
Paid Chk# 040281 C & H GLASS COMPANY	2/9/2016	\$1,250.00	REPLACE MOTOR GEAR
Paid Chk# 040282 CASTLE BRANCH INC	2/9/2016	\$76.00	EMPLOYMENT SCREENING
Paid Chk# 040283 CORPORATE CLEAN, LLC	2/9/2016	\$1,700.00	JANUARY
Paid Chk# 040284 DAKOTA PROMOTIONS	2/9/2016	\$159.00	CHECKS
Paid Chk# 040285 DAKOTA WEST CONTRACTING	2/9/2016	\$756.00	DEADBOLTS-UNIVERSAL MULTIPURPO
Paid Chk# 040286 DELL MARKETING LP	2/9/2016	\$1,692.10	SERVER LICENSES FOR NEW SERVER
Paid Chk# 040287 DEX MEDIA EAST LLC	2/9/2016	\$20.13	YELLOW PAGES
Paid Chk# 040288 DIRK PLUMBING & HEATING INC	2/9/2016	\$1,791.51	AIRBEAR FILTERS
Paid Chk# 040289 ELECTRO WATCHMAN INC	2/9/2016	\$316.50	KEY TAGS
Paid Chk# 040290 NAOMI ERDAHL	2/9/2016	\$70.79	mileage
Paid Chk# 040291 ETSYSTEMS INC	2/9/2016	\$184.30	exhaust fan fix
Paid Chk# 040292 HR COLLABORATIVE	2/9/2016	\$2,200.00	hr conference
Paid Chk# 040293 IMAGE PRINTING INC	2/9/2016	\$342.19	WINDOW ENVELOPES
Paid Chk# 040294 JLG ARCHITECTS	2/9/2016	\$75,688.87	mpd sports complex
Paid Chk# 040295 KELSCH KELSCH RUFF & KRANDA	2/9/2016	\$530.00	
Paid Chk# 040296 KK BOLD	2/9/2016	\$2,970.00	website upgrades
Paid Chk# 040297 LEGACY TALENT DEVELOPMENT	2/9/2016	\$9,750.00	2ND INSTALLMENT-PERSONNEL ASSE
Paid Chk# 040298 MANDAN POLICE DEPARTMENT	2/9/2016	\$90.00	MM - ANNUAL MONITORING FEE
Paid Chk# 040299 MANDAN PUBLIC SCHOOLS	2/9/2016	\$73,843.66	DEHUMIDIFIER PAYMENT
Paid Chk# 040300 MEDICO LIFE AND HEALTH INS CO	2/9/2016	\$177.94	life ins
Paid Chk# 040301 NDACO RESOURCES GROUP	2/9/2016	\$953.33	MONTHLY SERVER FEE
Paid Chk# 040302 NORTHERN TROPHY &	2/9/2016	\$1,122.80	winterdaze plaques
Paid Chk# 040303 NICOLE SCHERR	2/9/2016	\$67.57	travel
Paid Chk# 040304 SCHWARTZ, KYLIE	2/9/2016	\$26.39	reimbursement for mac supplies
Paid Chk# 040305 ST. ALEXIUS MEDICAL CENTER	2/9/2016	\$250.00	EAP SERVICES OCT-DEC
Paid Chk# 040306 STARION INSURANCE	2/9/2016	\$50,075.00	AUTO
Paid Chk# 040307 VANCO SERVICES, LLC	2/9/2016	\$19.50	monthly billing
Paid Chk# 040308 WEST FARGO BASEBALL	2/9/2016	\$1,300.00	TOURNAMENT FEE

Paid Chk# 040309 WINFIELD SOLUTIONS LLC	2/9/2016	\$21,927.38 FERTILIZER.CHEMICAL
	<b>Total Checks</b>	<b>\$257,793.16</b>

2/12/16 Payroll	\$ 45,959.26
2/26/16 Payroll	\$ 46,257.16
US Bank	\$ 15,895.00

Next upcoming regular meeting will be March 14th at 5:30 pm at City Hall.  
Motion to adjourn the meeting at approximately 7:20pm. Motion made by Vice President Knoll,  
seconded by Commissioner Allan

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Cole Higlin  
Clerk, Mandan Park District

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Jason Arenz  
President, Board of Park Commissioner