

Mandan Park District  
Board Meeting Minutes  
September 13, 2021

The Board of Park Commissioners duly met in special session on Monday, September 13, 2021, at City Hall, 205 2<sup>nd</sup> Ave NW in the Bosch Froelich room.

**Attendees:**

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

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 Froehlich and seconded by Commissioner Hatzenbuhler to approve the August 9, 2021 regular meeting minutes. Motion passes 5-0.

**Item #1:** Austin Krahler; President of Mandan Kiwanis presented the Park Board of Commissioners a donation in the amount of \$20,675 for their commitment to Memorial Ballpark renovation and youth baseball program.

**Item # 2:** President Meschke opened the public hearing on the 2022 budget. No one appeared.

	Revenue	Expense
General Fund	\$ 4,857,000	\$ 5,757,000
Special Assessment	\$ 103,500	\$ 170,000
Capital Improvement	\$ 524,417	\$ 475,600
Raging Rivers	\$ 683,100	\$ 755,700
Refunding Bonds	\$ 256,000	\$ 256,000
Flex Spending	\$ 5,000	\$ 5,000
Construction Fund	\$ 1,980,000	\$ 1,980,000
Vision Fund	\$ 62,500	\$ 0
Total All Funds	\$ 8,471,517	\$ 9,399,300

1. Highlights of 2022 Budget:

- i. Budget is for 21 FT employees to receive a 4% raise (2% COLA and 2% merit)
- ii. Health insurance rates will remain very similar to last year. Total budget in 2022 will be \$430,000. We are still exploring joining NDPHIT at the end of the year.
- iii. \$10,000 has been added to the matching grant allocation for the first time in two years.
- iv. Special Assessment Fund was reduced to one mill with 1.5 mills moved back to the general fund.
- v. Raging Rivers debt service was refinanced and reduced to 4 yr. term and payments increasing to \$256,000. We will try and cover the increase in operations; however, we have a fund balance exceeding \$400,000 to cover any shortfall if needed.
- vi. Construction Fund is \$1.9 million for the new Park Operation Building. \$ 1million is loan proceeds and the \$900,000 is cash being transferred from the General Fund.
- vii. Vision Fund is revenue from the Sports Complex naming rights; \$37,500 from Starion Bank and \$25,000 from Gangl Hospitality.

**Capital Outlay** for 2022 has a total of \$410,000 in budget requests.

Marketing/Admin:

1. Video updates \$ 10,000
2. Security Cameras and Door Access \$100,000

District Maintenance Dept:

3. Mower \$70,000
4. Softball Well \$20,000
5. Machine lift-new building \$35,000
6. FF&E- New building \$10,000

Golf Dept:

7. PWGC Rough Mower	\$ 85,000
8. Muni GC irrigation head upgrades	\$ 15,000
9. Heaters at Muni shop	\$ 10,000

Raging Rivers:

10. New boiler	\$ 10,000
11. Lazy river rock repair	\$ 20,000
12. Picnic Table replacement	\$ 5,000

Sports Complex:

13. Floor Scrubber	\$ 10,000
14. Overhaul compressors	\$ 10,000

Motion by Commissioner Arenz and seconded by Commissioner Hatzenbuhler to approve Ordinance 1053 making the annual appropriations for expenditures of the Park District for the fiscal year commencing January 1, 2022 and ending December 31, 2022 while making the annual levy for the year 2021. Motion passes 5-0.

**Item #3:** President Meschke opened the public hearing to anyone wanting to appear on Improvement District No. 2021-1 for improvement to Mandan Softball Complex and the Leo "Peanuts" Stumpf & William "Bill" Zwarych Baseball Complex. No one appeared.

**Item # 3A:** Motion by Commissioner Arenz and seconded by Commissioner Mehlhoff to approve the resolution determining the sufficiency of petition for park improvements district 2021-1. Motion passes 5-0.

**Item #4:** Mike Manstrom from Colliers presented the final sale of General Obligated special assessment prepayment bonds with an interest rate of 1.25% and a 10 year term. Motion by Commissioner Mehlhoff and seconded by Commissioner Hatzenbuhler to approve the rates and terms as presented. Motion passes 5-0.

**Item #5:** Director Higlin requested approval to bid 2022 capital outlay items for Golf and Park Operations. The purpose of bidding the mowing equipment prior to 2022 allows the district to save 5% as prices are going to increase January 1, 2022.

**Item #6:** Director Higlin stated that he was tasked with a challenge to reduce our health insurance costs and look at options to save costs without having employees pay for a percentage of their health insurance. In 2020 the park district discussed joining North Dakota Public Health Insurance Trust (NDPHIT) but the timing was too quick to research and communicate with our staff. In 2021, we researched and recommend the following health plan for our full-time employees. We currently offer a (2) tier system with the Park District paying 100% of a single plan and 80% of a family plan until the employee has completed 3 yrs. of employment. The new plan would be a (4) tier system with the same requirements for all full-time employees while offering the following plan.

The Leadership Team and the Benefit Committee (made up of non-management staff) recommend the High Deductible Plan with the Health Savings Account and a dollar-for-dollar employee/employer match not to exceed \$1,000.

(4) tier plan	Monthly Cost	Deductible Employer	HSA Contribution	HSA Employee/Employer Match
a) single	\$ 502.98	\$1,400	\$ 900	\$1,000
b) employee/spouse	\$1,358.06	\$2,800	\$1,300	\$1,000
c) employee/children	\$ 955.67	\$2,800	\$1,300	\$1,000
d) family	\$1,810.74	\$2,800	\$1,300	\$1,000

Motion by Commissioner Arenz and seconded by Commissioner Hatzenbuhler to approve joining NDPHIT and offering a high deductible plan \$1400/\$2800 and the Park District will contribute \$900/\$1300 to a health savings account for full time employees. In addition, a dollar-for-dollar employee/employer match not to exceed \$1,000. Motion passes 5-0.

**Item # 7:** Director Higlin stated that he has received notification from Mr. Brad Olson that he will retire on Dec. 31, 2021. Director Higlin stated that he will advertise the position September 17, 2021 and close the position Oct. 8, 2021. The interview committee will include Commissioner Froehlich, Golf Operations Manager Garrett Schultz, and Director Higlin. This position will report directly to Golf Operations Manager. The position will start January 1, 2022.

**Item #8:** Director Higlin presented the DCP Advisory Committee approved unanimously to construct a permanent rodeo arena on the west side of the current Horse & Saddle Arena. The cost of the arena would be 100% responsibility of the Rodeo Committee. The Rodeo Committee has secured a \$1 million donation spread over 10 yrs and we have gotten verbal approval from Mayor Helbling and City Administrator Neubauer to request an additional \$1 million for infrastructure improvements at DCP. Since the Park District is the owner, Director Higlin would like to make sure the facility meets ADA standards throughout the facility and use the remaining funds to address LED lighting for the entire complex, updates to restrooms, concrete and bleacher upgrades.

The DCP Advisory Committee also agreed to relocate Community Gardens to the south tennis court site. This will allow them the opportunity to expand in the future and have their own dedicated area. The goal is to have the site ready to go in the spring of 2022. Dustin and his staff will start prepping the area while removing the remaining tennis courts. The cost to relocate community gardens is estimated at \$27,000; we may be able to repurpose some of the site amenities and relocate them to the new site. I recommend that the Park District contributes \$10,000 from the Capital Improvement Fund towards the relocation of the Community Gardens.

Commissioner Arenz motioned to approve a permanent rodeo arena on the current Horse & Saddle site and contributing \$10,000 to relocate the Community Gardens to south tennis court property west of Faris Field. Motion passes 5-0.

**Item # 9:** Director Higlin presented a proposal to purchase 11.35 acres east of Starion Sports Complex from the Mandan 94 Group for \$5 per sq. ft or \$2,472,030.00. I have secured Kupper Properties to purchase any remaining acres available once we determine our parking lot size. In addition, I met with Dr. Bitz and Ryan Lagasse and they support using \$500K from our Joint Powers Agreement Fund which has a balance of \$536,000 and each entity will put another \$50K into the fund on Jan 1, 2022. The School District, pending board approval will contribute \$250K towards the land purchase while extending their current lease an additional 4 yrs. to 2031. The total financial impact to the Park District if all parties agree to their purchase will be \$250,000. We are able to cash flow the purchase while using general fund dollars to complete the sale. Motion by Commissioner Arenz and seconded by Commissioner Froelich to purchase 11.35 acres at \$5 per sq. ft. and selling 6.766 acres, utilize \$500,000 from the Joint Powers Agreement Fund and dividing the remaining difference 50/50 with the Mandan School District. Motion passes 5-0.

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

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

43872	ALYEA, CODY	9/14/2021	\$24.48	AUGUST CELL PHONE REIMBURSEMENT-
43873	ARNTSON STEWART WEGNER PC	9/14/2021	\$7,500.00	REFINANCE RR FACILITY DEBT-SERIES
43874	AVI SYSTEMS	9/14/2021	\$2,800.54	RECERTIFICATION FOR FIRE ALARMS SSC
43875	BARTH, DALE	9/14/2021	\$34.54	AUGUST CELL PHONE REIMBURSEMENT-
43876	BISMARCK MANDAN SECURITY	9/14/2021	\$100.44	JULY PATROL SERVICES-PARKS
43877	BURIAN & ASSOCIATES LLC	9/14/2021	\$1,786.25	OFTBALL COMPLEX IRRIGATION SOURCE
43878	CITY OF MANDAN	9/14/2021	\$6,512.12	FUEL- PARKS
43879	CLASSY CAKES	9/14/2021	\$1,536.00	EDIBLE COOKIE DOUGH - RR
43880	D & E SUPPLY COMPANY	9/14/2021	\$174.10	PAPER TOWELS - PW
43881	DAKOTA STAR GYMNASTICS	9/14/2021	\$957.28	REIMBURSE AMANDAS JULY HEALTH INS.
43882	DOSCH, AVA	9/14/2021	\$250.00	LIFEGUARD CERTIFICATION
43883	EAST SIDE JERSEY DAIRY INC.	9/14/2021	\$1,403.82	MILK - SUMMER MAC
43884	ETSYSTEMS INC	9/14/2021	\$248.00	DIAGNOSE AIR CONDITIONING ISSUE - ASA
43885	EXTREME CLEANING	9/14/2021	\$700.00	CLEAN CONCESSION AREA & EXHAUST
43886	FERGUSON WATERWORKS	9/14/2021	\$4,860.92	IRRIGATION PARTS - PW
43887	FROELICH LAND COMPANY, LLP	9/14/2021	\$5,000.00	ANNUAL PARKING LEASE SSC
43888	FRUEH, DAVE	9/14/2021	\$73.92	AUGUST MILEAGE REIMBURSEMENT-REC
43889	GATE CITY BANK	9/14/2021	\$96,368.82	RR IMPROVEMENTS LOAN-PRINCIPAL
43890	GLATT, ALEXIS	9/14/2021	\$125.00	LIFEGUARD CERTIFICATION
43891	HANSON, JENNIFER	9/14/2021	\$37.50	LIFEGUARD CERTIFICATION
43892	HANSON, KAYLEE	9/14/2021	\$37.50	LIFEGUARD CERTIFICATION
43893	HARRIET N MCCLELLAND	9/14/2021	\$0.00	Reissued as Check #43924
43894	HAWKINS INC	9/14/2021	\$7,053.53	POOL CHEMICALS - RR
43895	HIRSCHKORN, KENDRA	9/14/2021	\$125.00	LIFEGUARD CERTIFICATION
43896	ICON ARCHITECTURAL GROUP	9/14/2021	\$1,870.00	DESIGN - DCP FEASIBILITY STUDY
43897	IMAGE PRINTING INC	9/14/2021	\$553.48	#10 REG ENVELOPES-ADMIN
43898	INNOVATIVE OFFICE	9/14/2021	\$108.81	APPT. BOOK-ADMIN
43899	JLG ARCHITECTS	9/14/2021	\$450.00	DESIGN-SSC DRYLAND ADDITION
43900	JOHS, CASEY	9/14/2021	\$50.96	AUGUST MILEAGE REIMBURSEMENT-REC
43901	LAUBNER, LARRY	9/14/2021	\$200.00	STORAGE CAGES-PARKS
43902	LOWER HEART WATER	9/14/2021	\$3,800.00	2021 LAND RENT - PW
43903	MANDAN PUBLIC SCHOOLS	9/14/2021	\$5,000.00	2021 ASA 50/50 REV SHARE FROM
43904	ND BABE RUTH BASEBALL	9/14/2021	\$180.00	CAL RIPKEN TEAM REGISTRATION-YTH
43905	ND SEWAGE PUMP LIFT STATION	9/14/2021	\$400.00	PUMP SERVICE CONTRACT-RR
43906	NEUBERGER, TERRY	9/14/2021	\$400.00	AUGUST OFFICE CLEANING
43907	NRG TECHNOLOGY SERVICES	9/14/2021	\$2,577.83	OCTOBER I.T. SERVICES
43908	OFFICE OF THE STATE	9/14/2021	\$305.00	2020 FINANCIAL AUDIT REVIEW-ADMIN
43909	PLAISTED COMPANIES INC	9/14/2021	\$4,647.08	SAND - PW

43910	R & R SPECIALTIES INC	9/14/2021	\$1,541.11 PAINT FOR ICE RINK-SSC
43911	RED RIVER REFRIGERATION	9/14/2021	\$182.50 COMPRESSOR MAINTENANCE SSC
43912	ROTO ROOTER SEWER & DRAIN	9/14/2021	\$130.00 UNCLOG TOILET - RR
43913	NICOLE SCHERR	9/14/2021	\$139.68 AUGUST MILEAGE REIMBURSEMENT-
43914	SEIBEL, TAERYN	9/14/2021	\$187.50 LIFEGUARD CERTIFICATION
43915	SPIFFY BIFFS	9/14/2021	\$238.00 MANDAN DOG PARK TOILET
43916	BISMARCK TRIBUNE	9/14/2021	\$85.84 IMPROVEMENT DISTRICT AD
43917	THOMAS, KELLY	9/14/2021	\$50.00 JUL CELL PHONE REIMBURSEMENT-ADMIN
43918	US FOOD SERVICES INC	9/14/2021	\$12,864.52 FOOD SUPPLIES - RR
43919	WATSON, TYRA	9/14/2021	\$100.00 JUNE CELL PHONE REIMBURSEMENT-RR
43920	WEAVER, LIBBY	9/14/2021	\$250.00 LIFEGUARD CERTIFICATION
43921	WESTERENG, JOHN	9/14/2021	\$40.00 JULY CELL PHONE REIMBURSEMENT-MM
43924	HARRIET N MCCLELLAND	9/23/2021	\$70,000.00 Was Ck#43893

**Total Checks     \$244,062.07**  
**US Bank             \$34,922.65**  
**09-03-21 Payroll   \$81,461.46**  
**09-17-21 Payroll   \$75,990.56**

Motion to adjourn the meeting was at approximately 6:25pm. Motion made by Commissioner Arenz and seconded by Commissioner Hatzenbuhler; Motion passes 5-0.

*Cole Higlin*

[Cole Higlin \(Nov 9, 2021 09:20 CST\)](#)

Cole Higlin  
Clerk, Mandan Park District



Wade Meschke  
President, Board of Park Commissioner









# September 13 2021 minutesns

Final Audit Report

2021-11-09

Created:	2021-11-09
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAxSIE_EYY4fgzXo7BG4dR7-uT7IDQLkpk

## "September 13 2021 minutesns" History

-  Document created by Kelly Churchill (kchurchill@mandanparks.com)  
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-  Document emailed to Cole Higlin (chiglin@mandanparks.com) for signature  
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2021-11-09 - 2:20:08 PM GMT- IP address: 174.199.46.243
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