

Mandan Park District
Board Meeting Minutes
May 11, 2015

The Board of Park Commissioners duly met in regular session on Monday, May 11th, 2015 at Mandan City Hall. Those present were President Arenz, Vice President Knoll, Commissioner Keller, 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 April 13th, 2015. Motion was made by Commissioner Allan, seconded by Vice President Knoll, motion passes.

Old Business/Administration:

i: Cole Higlin, Director, announced that the NRPA Conference is being held in Las Vegas, NV. All out of state travel requires board approval. The following employees have shown interest in attending the conference: Cole Higlin, Mike Zerr, Dustin Fleck, Nicole Scherr, and Kelly Churchill. Along with the previous employees, Vice President Knoll and Commissioner Keller also would like to attend the conference. Commissioner Allan recommended approval of the employees and board members to attend the NRPA, seconded by Commissioner Hatzenbuhler, motion passes.

ii: Heide Delorme, Accounting Manager, handed out budget instructions & worksheets to all departments and supervisors pertaining to the 2016 Budget timeline. They will have 2 weeks to get it done and are due by May 26th. The managers were told to hold steady with 2015 expenses in case we go with the zero valuation increase. Plans are to meet with portfolio holders after the June 9th election. In July, there will be an Annual Retreat to discuss the budget. The one discussion will be if you want to do it after the July 13th meeting or a separate date. On August 4th, the Park District will publish an ad for the public hearing for August 10th, regarding the 2016 budget. The notice of the final public hearing will be published on September 4th. Discussion on when the Retreat should take place will be decided at the June 8th meeting.

iii: Heide Delorme, Accounting Manager, discussed the 2016 mill levy impact on recent home valuation increase. Heide went over the spreadsheet with all the estimated numbers and recommended a net zero valuation increase pending the results of the June 9th sales tax. If the vote fails, we will need to reevaluate our budget. Vice President Knoll made a motion to recommend a net zero valuation increase pending the results of the June 9th sales tax meeting and if it fails we would have to go back and reevaluate the debt that would incur with the 1.5 million needed to improve the All Seasons Arena. It was seconded by Commissioner Keller, motion passes.

iv: On June 12th, Family Wellness Center will have their groundbreaking on site. Construction will start in July and the Park District is responsible for 10% of the site demo work. Final completion will be towards the end of the fall of 2016. Raging Fitness will stay open until the completion of the Wellness Center. The estimated closing time will be at the end of December, 2016.

Parks Department Update:

Mike Zerr, Park Superintendent, gave an update on the playground, multi-purpose building and concrete. Dakota Fence and Landscape Construction started working on the project. There was an equipment ground breaking ceremony, with the Glass family participating in the event. After the ceremony, the work started with drilling holes and pouring concrete. Landscape Construction, who is working on the playground, has about 2 weeks left and then Glass Construction will come in and pour concrete. The multi-purpose building has been started and we are dealing with all the rain that fell in the area. The project is projected to be open early fall or late summer. Mike recommended making the parking lot bigger due to more action out at the park with the new playground. Commissioner Keller made a motion to award the additional concrete work to Glass Construction for \$78,575.00, seconded by Commissioner Allan, motion passes.

Recreation/Facilities Department Update: Dave Frueh, Recreation Manager, asked for permission to travel in November for bidding on a softball tournament. Mandan has brought 3 tournaments home so far to date. Vice President Knoll made a motion to approve the trip, seconded by Commissioner Keller, motion passes.

Golf Department: Brad Olson, Golf Operations Manager, had nothing to report at this time.

Raging Rivers/Marketing Department:

- i. Kara Haff, Raging Rivers Manager, presented a slideshow of the remodeling that is ongoing at the waterpark. The waterpark slides have new colors. The new play package is such a great addition for the kids. Staining is continuing with the addition of the interior posts. The outside lockers were removed and added benches in front of the bath house. New lockers were ordered for inside the bath house. There is a steady flow of day and captain passes. At this time, the season pass sale is \$52,000.00 and the goal is \$82,000.00. Kara is getting staff crew ready for the opening of Raging Rivers which is set for May 29th, 2015.
- ii. Discussed the many options offered for setting up emails for the Park commissioners. It will be decided at the July Retreat.

Executive Session: Possible Executive Session pursuant to North Dakota Century code Section 44-04-19.1 to discuss negotiating strategy and give instructions to administration regarding possible land acquisition. Vice President Knoll made a motion to move into Executive Session at 5:15pm, seconded by Commissioner Allan. Motion passes. The full board came out of executive session at 5:45pm. Commissioner Knoll motioned Director Higlin to solicit site development cost from the five potential sites, seconded by Commissioner Keller, motion passes.

Commissioner Allan motioned to adjourn at 5:50pm, seconded by Commissioner Hatzenbuehler, motion passes.

Authorize payment of the monthly bills: A motion by Commissioner Knoll, seconded by Commissioner Allan; motion passes.

May 2015

Name	Check Date	Check Amt	
11000 STARION FINANCIAL			
Paid Chk# 039702	ACTION SPORTS INC	5/11/2015	\$9,364.99 range picker
Paid Chk# 039703	ACUSHNET COMPANY	5/11/2015	\$2,772.00 PINN PRACTICE YELLOW
Paid Chk# 039704	ADVANCED MECHANICAL	5/11/2015	\$75.00 CHECK A/C UNIT
Paid Chk# 039705	ASSOCIATED POOL BUILDERS	5/11/2015	\$194,580.00 PLAY UNIT RR
Paid Chk# 039706	BDS CONCRETE	5/11/2015	\$38,184.50 YOUTH BASEBALL COMPLEX
Paid Chk# 039707	BIS-MAN CHAMBER OF	5/11/2015	\$50.00 NEW RESIDENT WELCOME
Paid Chk# 039708	BISMARCK PARKS AND	5/11/2015	\$2,084.00 200 BAGS OF Turface pro league
Paid Chk# 039709	BROWN AND SAENGER	5/11/2015	\$116.85 supplies
Paid Chk# 039710	CASTLE BRANCH INC	5/11/2015	\$1,224.00 EMPLOYMENT SCREENING
Paid Chk# 039711	CENTURY LINK	5/11/2015	\$338.61 MONTHLY CHARGES
Paid Chk# 039712	CORPORATE CLEAN, LLC	5/11/2015	\$1,700.00 MONTHLY CLEANING CHARGE
Paid Chk# 039714	D & E SUPPLY COMPANY	5/11/2015	\$387.80 TOWELS
Paid Chk# 039715	DAKOTA FIRE STATION	5/11/2015	\$566.15 INSPECTION OF 5# FIRE
Paid Chk# 039716	DELL MARKETING LP	5/11/2015	\$354.12 ANDREA COMPUTER ADOBE
Paid Chk# 039717	DIAMOND VOGEL	5/11/2015	\$2,411.28 FIELD PAINT
Paid Chk# 039718	DIRECT MED	5/11/2015	\$169.10 MEDS SUPPLIES
Paid Chk# 039719	DIRK PLUMBING & HEATING INC	5/11/2015	\$43,995.00 RR BOILER REPLACEMENT
Paid Chk# 039720	ELECTRO WATCHMAN INC	5/11/2015	\$250.00 INSTALL DVR
Paid Chk# 039721	NAOMI ERDAHL	5/11/2015	\$42.08 MILEAGE
Paid Chk# 039722	GREAT PLAINS SECURITY	5/11/2015	\$1,060.00 MONITORING MONTHLY
Paid Chk# 039723	INFORMATION TECHNOLOGY	5/11/2015	\$1.35 ACTIVE DIRECTORY USER FEE
Paid Chk# 039724	J.T. FIRE, LLC	5/11/2015	\$129.00 ANNUAL FIRE SUPPRESSION MAINTENANCE
Paid Chk# 039725	JLG ARCHITECTS	5/11/2015	\$11,506.73 COMP FOR FIXED FEE PROGRAM
Paid Chk# 039726	KADRMAS LEE & JACKSON INC	5/11/2015	\$15,930.23 UNIVERSAL PLAYGROUND ENGINEERING
Paid Chk# 039727	KELSCH KELSCH RUFF & KRA	5/11/2015	\$809.50 ATTEND MEETING
Paid Chk# 039728	KUPPER CHEVROLET	5/11/2015	\$26,102.00 2015 CHEVY COLORADO
Paid Chk# 039729	LILLIS ELECTRIC INC	5/11/2015	\$9,016.91 BALL FIELD IMPROV
Paid Chk# 039730	MANDAN KIWANIS	5/11/2015	\$355.00 KIWANIS MEMBERSHIP
Paid Chk# 039731	MANDAN MUNICIPAL LANDFILL	5/11/2015	\$387.95 DUMP FEES
Paid Chk# 039732	MANDAN PROGRESS	5/11/2015	\$100.00 EMPLOYEE WELLNESS INCENTIVE
Paid Chk# 039733	MANDAN PUBLIC SCHOOLS	5/11/2015	\$1,921.48 LEGION BASEBALL
Paid Chk# 039734	MTI DISTRIBUTING INC	5/11/2015	\$17,801.08 SAND PRO
Paid Chk# 039735	MUSTANG BASEBALL	5/11/2015	\$300.00 TOURNAMENT ENTRY FORM
Paid Chk# 039736	NDACO RESOURCES GROUP	5/11/2015	\$1,006.33 BACKUP SERVER
Paid Chk# 039737	NORTHERN TROPHY &	5/11/2015	\$1,490.09 BASKETBALL
Paid Chk# 039738	PEPSI BEVERAGES COMPANY	5/11/2015	\$4,427.78 POP
Paid Chk# 039739	PETTY CASH	5/11/2015	\$5,600.00 RAGING RIVERS STARTUP
Paid Chk# 039740	PITNEY BOWES	5/11/2015	\$126.42 MONTHLY PAYMENT
Paid Chk# 039741	PLUNKETTS PEST CONTROL	5/11/2015	\$159.48 INSECT AND MICE FOR RR
Paid Chk# 039742	RANDY HANSEN DESIGN	5/11/2015	\$33,597.47 PWGC CLUBHOUSE RENOVATION
Paid Chk# 039743	RIVARDS TURF AND FORAGE	5/11/2015	\$3,433.60 FERTILIZER
Paid Chk# 039744	SHERWIN WILLIAMS	5/11/2015	\$685.00 RIVER PAINT
Paid Chk# 039745	SPOT A POT INC	5/11/2015	\$48.20 TOILETS
Paid Chk# 039746	ST. ALEXIUS MEDICAL CENTER	5/11/2015	\$250.00 JAN-MARH 2015
Paid Chk# 039747	SUPERIOR TECH PRODUCTS	5/11/2015	\$15,997.25 WEED CONTROL
Paid Chk# 039748	TESSMAN SEED COMPANY	5/11/2015	\$1,470.00 SEED
Paid Chk# 039749	THE PRINTERS INC	5/11/2015	\$249.00 COMP CARD ROUND OF GOLF
Paid Chk# 039750	TURFWERKS	5/11/2015	\$35,330.10 NEW MOWER
Paid Chk# 039751	UNIVERSAL ATHLETIC SERVICE	5/11/2015	\$1,193.08 PROGRAM GEAR
Paid Chk# 039752	US FOOD SERVICES INC	5/11/2015	\$290.05 FOOD-BASEBALL
		Total Checks	\$489,440.56
US BANK			\$ 23,899.62
5/8/15 PAYROLL			\$ 55,417.65

5/22/15 PAYROLL

\$ 55,978.81

Next upcoming regular meeting will be June 8th, 2015 at 4:30 pm at City Hall.

Motion to adjourn the meeting at approximately 6:24 pm motion by Commissioner Keller, and seconded by Commissioner Hatzenbuhler.

Jason Arenz
President, Board of Park Commissioner

Cole Higlin
Clerk, Mandan Park District