

Mandan Park District  
Board Meeting Minutes  
August 12, 2019

The Board of Park Commissioners duly met in regular session on Monday, August 12, 2019 at Ed "Bosch" Froehlich Meeting Room, City Hall.

Attendees:

Park Commissioners: President Wade Meschke, Vice President Arenz, Chad Hatzenbuehler, Wanda Knoll and Miles Mehlhoff.

Park District Staff present: Director Cole Higlin, Park Superintendent Dustin Fleck, Accounting Manager Teri Welch, Recreation & Facilities Manager Dave Frueh and Golf Operations Brad Olson.

President Meschke called the meeting to order at approximately 5:30pm, CDT.

**Public Communication:** Mr. Jan Fasching appeared before the board discussing the status of Faris Field. Director Higlin stated that we are in the process of developing an agreement with Mandan Public Schools. The purpose is to protect Park District investment on School District property and discussion will happen after Labor Day. Construction for Faris Field is not budgeted for 2020, and demo will not take place prior to street improvement project.

**Minutes:** Motion by Commissioner Knoll and seconded by Commissioner Hatzenbuehler to approve the July 8, 2019 regular meeting and the July 17, 2019 special meeting. Motion passes 5-0.

**Unfinished Business:**

**Item # 1:** Park Superintendent Fleck presented a request for Parks and Golf equipment to be purchased in 2019 to save 5% for equipment pricing that increases in 2020. Payment for the equipment would not be required until January 2020. The Park District will still need to advertise by law, and once bids are accepted we can determine who the low bid is awarded too. Director Higlin stated that we would come back in October for board approval. Director Higlin stated that we would need to amend the budget and do an RFP for interest rates for loans. Motion by Commissioner Knoll and seconded by Commissioner Hatzenbuehler to approve purchasing the equipment in 2019 and approval of soliciting interest rates for the \$300,000 equipment loan.

**New Business:**

**Item # 1:** Recreation & Facility Manager Dave Frueh presented a summary of Recreation programs statistics.

- Sand VB 220, Art Programs 60, Summer MAC 197, Baseball/Fast pitch 334. Track & Field 152, Tennis 89

Youth baseball is trending downward over the last few years; fast pitch participants are increasing. President Meschke discussed the need at Faris Field for which level is needing the future field space. Commissioner Hatzenbuehler asked if we survey parents about the program, and Recreation & Facility Manager Frueh stated that we survey all programs annually including comparing the prior year surveys. Girls Fast Pitch has increased due to an 8yr old level being added in 2019.

**Item # 2:** Director Higlin stated that we received 11 applications from citizens interested in serving on the HA Kautzman Design Committee. The committee made of Dustin Fleck, Commissioner Koll, and Cole Higlin recommended appointing Ryan Heinsohn, Sarah Bradford, and Andrew Beck. Motion by Vice President Arenz and seconded by Commissioner Mehlhoff to appoint the committee recommendations as presented. Motion passes 5-0.

**Item # 3:** Director Higlin presented three contracts for Legendary Adult Beverage at SSC, Froelich Land Lease, and Pasture Lease with Chuck Tomac. Motion by Commissioner Knoll and seconded by Commissioner Hatzenbuehler to approve all three agreements as presented. Motion passes 5-0.

**Item # 4:** Director Higlin presented the Dakota Star Gymnastics agreement for further discussion. Director Higlin stated that at our July retreat the board approved a monthly rent increase of \$100 annually. Since the retreat, discussion was held about increasing it to \$250 annually with the goal of getting to \$2,500 a month. Director Higlin met with Amanda Lantz, Director of DSG and she agreed to a \$175 annual increase. President Meschke stated that we need to minimize the subsidy and increasing the rental agreement will assist with this. The goal in five years would be close to market rate for the lease with DSG. Motion by Commissioner Knoll and Seconded by Commissioner Mehlhoff to approve a \$175 annual increase for 5 yrs. Motion passes 5-0.

**Item #5:** Director Higlin stated that 16<sup>th</sup> Street NE has been halted by the Mandan 94 Group who owns the property between the Sports Complex and Kupper property. Mandan 94 has not accepted the 50% of specials on the property. At our July retreat the Board of Park Commissioners approved accepting 19% of the road specials. Old Red Trail has been postponed to 2021 by NDDOT due to lack of funding and the goal was to bid both road projects within weeks of one another.

**Item # 6:** Director Higlin requested approval for President Meschke, Commissioner Mehlhoff, Dave Frueh, and Director Higlin to attend the Athletic Business conference Nov. 13-16 in Orlando, FL. Motion by Commissioner Arenz and seconded by Commissioner Hatzenbuhler to approve staff to attend the Athletic Business Conference. Motion passes. 5-0.

**Item # 7:** Accounting Manager Teri Welch presented the 2020 preliminary budget.

	Revenue	Expense
General Fund:	\$4,696,300	\$4,696,300
Special Assessments	\$ 270,775	\$ 75,000
Mandan Baseball Booster	\$ 113,200	\$ 113,200
Capital Imp. Fund	\$ 453,750	\$ 360,000
Raging Rivers	\$ 710,900	\$ 843,390
RR Improvement Bond	\$ 176,675	\$ 176,675
Vision Fund	\$ 62,500	\$ 0
Total All Funds	\$6,484,100	\$6,264,655

Mandan Park District mills for the 2019 budget were 28, and for 2020 it was recommended to go to 29 mills. The board approved decreasing .6 mills in the general fund and increasing 1.6 mills in special assessment fund. The need to increase the special assessments fund levy is due to significant special assessment projects in the near future. The net effect of the mill value increase is \$11.25/year on a \$250,000 home with no valuation increase.

Capital Outlay items for 2020:

*District Maintenance Dept:*

KC Park Playground replacement	\$85,000
Pickup replacement	\$25,000
Sidewalk replacement	\$10,000
Crack Seal trails and parking lots	\$15,000

*Golf Dept:*

Parking lot and sidewalk repairs	\$75,000
Tee Box and Bunker improv.	\$35,000
Range Ball dispenser	\$10,000

*Raging Rivers*

Cabana/Canopy Replacement	\$20,000
Repair outdoor shower	\$15,000

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

**MANDAN PARK DISTRICT**  
**\*Check Summary Register**  
**August 2019**

Name	Check Date	Check Amt
<b>11000 STARION FINANCIAL</b>		
Paid Chk# 042594 ALL-AMERICAN ARENA	8/13/2019	\$270.73 HOCKEY EQUIPMENT-SSC
Paid Chk# 042595 AMERICAN FOOTGOLF LEAGUE	8/13/2019	\$200.00 FOOTGOLF ACCREDITATION-MM
Paid Chk# 042596 BDS CONCRETE	8/13/2019	\$2,322.00 SIDEWALK REMOVAL SOFTBALL FIEL
Paid Chk# 042597 BEAVER, GARRETT	8/13/2019	\$45.45 COACHING CERTIFICATE-BSB
Paid Chk# 042598 BENTZ, MIKE	8/13/2019	\$25.50 BACKGROUND CHECK-BSB
Paid Chk# 042599 BRALOS, SCOTT	8/13/2019	\$45.45 COACHING CERTIFICATE-BSB
Paid Chk# 042600 BSN SPORTS	8/13/2019	\$419.28 YELLOW FENCE TOPPER MEM BALLPA
Paid Chk# 042601 C & H GLASS COMPANY	8/13/2019	\$960.00 ASA DOORS
Paid Chk# 042602 CAPITAL CITY RESTAURANT	8/13/2019	\$1,865.00 SINGLE DOOR FREEZER-RR

Paid Chk# 042603	CENTURY LINK	8/13/2019	\$152.97	BSB PHONE/INTERNET SERVICE
Paid Chk# 042604	DAKOTA SCREEN ARTS INC	8/13/2019	\$1,300.20	STAFF SHIRTS-ADMIN
Paid Chk# 042605	DAKOTA STAR GYMNASTICS	8/13/2019	\$425.33	JULY HEALTH INSURANCE REIMBURS
Paid Chk# 042606	DEAN FOODS NORTH CENTRAL	8/13/2019	\$674.58	SMAC MILK
Paid Chk# 042607	DELL MARKETING LP	8/13/2019	\$265.24	OFFICE SOFTWARE-RR SHOP
Paid Chk# 042608	DEUCES WILD SEPTIC	8/13/2019	\$300.00	SEPTIC PUMP-BALL DIAMONDS
Paid Chk# 042609	DIRECT MED	8/13/2019	\$169.00	AED BATTERY-SHOP
Paid Chk# 042610	DIRK PLUMBING & HEATING INC	8/13/2019	\$1,296.61	WATER HEATER REPAIR-RR
Paid Chk# 042611	ECO FACILITY SERVICES	8/13/2019	\$400.00	OFFICE CLEANING-ADMIN
Paid Chk# 042612	ELECTRO WATCHMAN INC	8/13/2019	\$395.40	ASA ALARM SYSTEM
Paid Chk# 042613	DAVE FRUEH	8/13/2019	\$102.00	MILEAGE-REC
Paid Chk# 042614	GALLS	8/13/2019	\$57.54	BANDAGES-RR
Paid Chk# 042615	GIERKE, STEVE	8/13/2019	\$25.50	BACKGROUND CHECK-BSB
Paid Chk# 042616	HAWKINS INC	8/13/2019	\$4,705.29	POOL CHEMICALS-RR
Paid Chk# 042617	I GEAR	8/13/2019	\$2,614.76	FASTPITCH GEAR
Paid Chk# 042618	KADRMAS LEE & JACKSON INC	8/13/2019	\$9,885.86	HA KAUTZMANN MASTER PLAN
Paid Chk# 042619	KIMS APPLIANCE SERVICE INC	8/13/2019	\$150.90	RR FRYER REPAIR
Paid Chk# 042620	KLEINKNECHT, JAMIE	8/13/2019	\$45.45	COACHING CERTIFICATE-BSB
Paid Chk# 042621	KOLOSKY, JOE	8/13/2019	\$45.45	COACHING CERTIFICATE-BSB
Paid Chk# 042622	LEVI, CINDY	8/13/2019	\$525.00	MAY-JUNE HR FEES
Paid Chk# 042623	MANDAN PROGRESS	8/13/2019	\$3,000.00	MPO SUBSIDY
Paid Chk# 042624	MANDAN PUBLIC SCHOOLS	8/13/2019	\$5,000.00	SCHOOL DISTRICT SHARE OF 2ND Y
Paid Chk# 042625	MANN SIGNS INC	8/13/2019	\$31,383.00	MEMORIAL BALLPARK SIGNAGE
Paid Chk# 042626	MONTEITH, LUKE	8/13/2019	\$45.45	COACHING CERTIFICATE-BSB
Paid Chk# 042627	MOON, GARRETT	8/13/2019	\$45.45	COACHING CERTIFICATE-BSB
Paid Chk# 042628	ND DEPT OF ENVIRONMENTAL	8/13/2019	\$400.00	FUEL TANK REGISTRATION-MM
Paid Chk# 042629	NORTH DAKOTA GOLF	8/13/2019	\$1,750.00	MEMBERSHIPS
Paid Chk# 042630	NORTH DAKOTA INSURANCE	8/13/2019	\$420.00	BOILER INSPECTION-RR
Paid Chk# 042631	NORTH DAKOTA LEAGUE OF	8/13/2019	\$602.00	PARK DUES
Paid Chk# 042632	NDACO	8/13/2019	\$2,086.17	PATCH CABLE SSC
Paid Chk# 042633	NORTHERN TROPHY &	8/13/2019	\$1,427.00	STAFF SHIRTS-RR
Paid Chk# 042634	OFFICE OF THE STATE	8/13/2019	\$200.00	2018 AUDIT REVIEW
Paid Chk# 042635	PROPERTY REMITTANCE	8/13/2019	\$647.70	INCREASED INSURANCE FOR MEMORI
Paid Chk# 042636	R K ELECTRIC	8/13/2019	\$280.00	MOTOR REPAIR-RR
Paid Chk# 042637	RED RIVER REFRIGERATION	8/13/2019	\$767.17	SSC JUNE MAINTENANCE
Paid Chk# 042638	RESSLER, STEVE	8/13/2019	\$677.30	REIMBURSEMENT FOR PRIZES PIZZA
Paid Chk# 042639	S & S ROAD RUNNER SALES	8/13/2019	\$45,068.75	BSB PIZZA FUNDRAISER
Paid Chk# 042640	NICOLE SCHERR	8/13/2019	\$48.96	MILEAGE-SMAC
Paid Chk# 042641	SEATING AND ATHLETIC	8/13/2019	\$350.00	BLEACHER REPAIRS-PARKS
Paid Chk# 042642	SPIFFY BIFFS	8/13/2019	\$1,515.80	MCQUADES TOILETS
Paid Chk# 042643	ST. ALEXIUS MEDICAL CENTER	8/13/2019	\$250.00	EAP SERVICES 2ND QTR
Paid Chk# 042644	BISMARCK TRIBUNE	8/13/2019	\$297.00	RAGING RIVERS AD
Paid Chk# 042645	TOOKE, CHAD	8/13/2019	\$45.45	COACHING CERTIFICATE-BSB
Paid Chk# 042646	US FOOD SERVICES INC	8/13/2019	\$28,873.55	RR CONCESSIONS FOOD
Paid Chk# 042647	VERMONT SYSTEMS INC	8/13/2019	\$358.00	BAR CODE SCANNER-MM
Paid Chk# 042648	WENINGER, SARAH	8/13/2019	\$35.00	SHELTER RENTAL REFUND
Paid Chk# 042649	WINFIELD SOLUTIONS LLC	8/13/2019	\$698.33	WETTING AGENT-PW
	<b>Total Checks</b>		<b>\$155,962.57</b>	

US Bank	\$ 26,817.80
8/9/19 Payroll	\$122,588.06
8/23/19 Payroll	\$ 94,629.60

Motion to adjourn the meeting was at approximately 6:35pm. Motion made by Commissioner Knoll, seconded by Commissioner Arenz. Motion passes 5-0.

*Cole Higlin*

Cole Higlin (Sep 9, 2019)

Cole Higlin  
Clerk, Mandan Park District

*Wade Meschke*

Wade Meschke  
President, Board of Park Commissioner