

Mandan Park District
Board Meeting Minutes
August 8, 2022

The Board of Park Commissioners duly met in special session on Monday, August 8, 2022, at City Hall, 205 2nd Ave NW in the Bosch Froelich room.

Attendees:

Park Commissioners: President Wade Meschke, Vice President Miles Mehlhoff, Jen Froehlich, Stan Scott and Layn Mudder.

Park District Staff present: Cole Higlin, Teri Welch, Dustin Fleck, and Dave Frueh.

Legal Council: Arlen Ruff

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

Public Communication: No one appeared.

Minutes: Motion by Commissioner Mehlhoff and seconded by Commissioner Scott to approve the July 11, 2022 regular meeting and July 18, 2022 special meeting. Motion passes 5-0.

Item #1 Director Higlin provided updates on the following projects:

- a. Dale Pahlke Arena at Dakota Community Bank & Trust rodeo grounds has fundraised YTD \$3 million and we have three donors pending which equates to an additional \$300,000. The loan with Dakota Community Bank & Trust has been executed in the amount of \$2 million @ 3.01% over seven years. President Meschke and I signed loan documents on August 5, 2022. The facility is slightly behind schedule waiting on bleachers and aluminum tin for the grandstand. Most of the work being completed so far is underground utilities, drainage for the arena, and welding of the grandstands.
- b. The Mandan Tennis Center project has the footings poured about 70% and walls 40% of the dome area. The welcome building footings are completed. The project is 30 days behind schedule due to delivery of materials and contractors hope they can make up time on other parts of the project. The lease with Mandan Tennis LLC has been signed and the \$4.1 million dollar loan @ 3.22% for 20yr term was executed on August 5, 2022, with President Meschke and I signing the paperwork. The lease payments will start January 1, 2023. Director Higlin stated that the tour of the site will take place immediately following the board meeting.
- c. Director Higlin updated the board that the ARPA grant that we approved in April 2022 in the amount of \$541,750 with a local dollar for dollar match will start the week of August 22, 2022. We will use \$300,000 from RR fund and \$241,750 from the Capital Improvement fund which was also approved at the board meeting in April. The interior renovations will take place in November once bids are approved at the October board meeting.
- d. Steve Burian, Burian & Associates updated the board that phase 1 has been completed and operating efficiently. Since the board decided to hold off on phase 2 due to increased construction costs, we will have to incur costs from Fetzer Electric to install electrical outlets for the sump pump and light switch for staff. The Corp of Engineers also lost funding in 2022 to review our application for permitting water from the Heart River. The new budget cycle for the Federal Government is Oct. 1, 2022, and at that time will assess the funding and determine if we can proceed with the permitting process. Currently we only have 4 of the 11 Corp of Engineers that provided comment on the permitting process. Once we receive all recommendations for changes, we will present their requests and determine how to proceed.

Item #2: Recreation and Facilities Manager Dave Frueh presented approval for the Legendary Beverage Contract at the Starion Sports Complex. Legendary Beverage only sells alcohol at U of Mary hockey games. Motion by Commissioner Mehlhoff and seconded by Commissioner Froehlich to approve a 5 yr. contract with Legendary Beverage for 2022-2025 season. Motion passes 5-0.

Item # 3: Accounting Manager Welch presented the 2023 preliminary budget:

	Revenue	Expense
General Fund	\$5,995,000	\$5,995,000
Special Assessment	\$ 172,200	\$ 172,200
General Obligation Bond	\$ 105,000	\$ 105,000
Capital Improvement	\$ 569,750	\$ 650,400
Raging Rivers	\$ 697,100	\$ 772,700
Refunding Bonds	\$ 250,000	\$ 250,000
Construction Fund	\$ 51,400	\$ 51,400
Vision Fund	\$ 62,500	\$ 0
Total All Funds	\$7,902,950	\$7,996,700

Special Assessments Fund – Increase due to new specials being assessed on Park District property – largest begin the new 16th Street & Parking Lot by the Sports Complex and new Tennis Center.

G.O. Bond Fund – new fund for paying existing district-wide specials refinanced in 2021.

Cap Impr Fund – Budgeting to use \$80,000 in fund reserves to cover the cost of baseball fencing.

Raging Rivers Fund – Budgeting to use \$75,000 in fund reserves, if necessary, since the debt payment has been increased by this amount with last year’s refinance of the facility payment.

2023 Budget highlights:

- Two new positions:
 - Golf
 - Parks/SSC shared
- Cost Of Living Adjustment (COLA) 3% - January 1
- Merit – 2% on employee anniversary date
- ND Public Health Insurance Trust –awaiting premium pricing for 2023, budgeted 5% increase
- Current budget year – of the total tax levy for Mandan of 285.16 mills, the Park District accounted for 10% or 28.29 mills.
- For 2023, we are budgeting an overall increase in mills by .92, for a total of 29.21 mills.
 - Decrease in General Fund Mills by .71
 - Increase in Special Assessments Fund Mills by .59
 - Increase in G.O. Bond Fund Mills by .94 (New fund and separate levy required by bond for refinanced special assessments)
- For 2023, the estimated mill value is \$115,307, bringing our total dollars levied to \$3,367,729.
- Cost to taxpayer (based on average \$275,000 home)
 - \$11/year increase if their property value was unchanged.
 - \$44/year increase if their property value increased by 9%.

Capital Outlay: For 2023 we have a total of \$685,000 in budget requests:

Marketing/Admin:

1. Website Updates \$15,000
2. Accounting software upgrade \$50,000

District Maintenance Dept:

3. Legion Park playground \$ 90,000

4. Dump Truck	\$ 40,000
5. Youth baseball complex fencing	\$280,000
6. Soccer Well	\$ 20,000
7. Legion Park-Shingles/fascia/soffit	\$ 25,000
8. Demo McClelland property	\$ 20,000

Raging Rivers:

9. New boiler-bathhouse	\$10,000
10. Picnic Table replacement	\$10,000
11. Tubes/Lounge chairs	\$20,000

Recreation/Sports Complex:

12. Parking Lot seal/paint	\$10,000
13. Hockey Goals	\$10,000
14. MAC van	\$35,000

Golf:

15. Irrigation software update - PW	\$35,000
16. Replace Patio furniture - PW	\$15,000

Commissioner/Staff Reports: Commissioner Mudder discussed HA Kautzmann Park and stated that the park improvements are a nice improvement to the area and the court is lined for pickleball. Commissioner Froehlich acknowledged Tyra Watson in the World Water Park Association Magazine. Commissioner Mehlhoff stated the youth soccer tournament went well and we will need to replace soccer goal nets.

Motion by Commissioner Froehlich and seconded by Commissioner Scott to approve the monthly bills. Motion passes 5-0.

***Check Summary Register**

August 2022

	Name	Check Date	Check Amt	
44395	AGASSIZ	8/9/2022	\$4,900.00	Fertilizer - Parks
44396	ALYEA, CODY	8/9/2022	\$24.48	July Phone Reimb - Parks
44397	ASSOCIATED SUPPLY CO INC	8/9/2022	\$4,955.76	Pool Chemicals and Heater - RR
44398	AVI SYSTEMS	8/9/2022	\$7,844.14	District Wide Camera System
44399	BARTH, DALE	8/9/2022	\$20.00	July Phone Reimb - Parks
44400	BAUER CONCRETE INC	8/9/2022	\$700.00	Concrete Repairs - ASA
44401	BISMARCK MANDAN SECURITY	8/9/2022	\$147.19	June Parol Services - Parks
44402	BULLINGER TREE SERVICE	8/9/2022	\$1,200.00	Cut Down 2 Trees - Parks
44403	CHI ST ALEXIUS HEALTH	8/9/2022	\$250.00	2nd Qtr EAP Fees
44404	CITY OF MANDAN	8/9/2022	\$5,312.14	Gas - Parks
44405	CLASSY CAKES	8/9/2022	\$3,324.00	Cookie Dough - RR
44406	DIRK PLUMBING & HEATING INC	8/9/2022	\$812.42	Repaired Drain Line - Parks
44407	EAST SIDE JERSEY DAIRY INC.	8/9/2022	\$1,022.36	Milk - Summer MAC
44408	ELECTRO WATCHMAN INC	8/9/2022	\$395.40	Fire Alarm Monitoring Services - ASA
44409	ETSYSTEMS INC	8/9/2022	\$66.00	A/C Gymnastics Service call- SSC
44410	FARSTAD OIL INC	8/9/2022	\$236.86	Propane - SSC
44411	FETZER ELECTRIC	8/9/2022	\$119.46	Replace GFCI Outlet - SSC
44412	FRUEH, DAVE	8/9/2022	\$105.00	Mileage Reimb - July
44413	GABLE, SAMUEL	8/9/2022	\$60.00	Reimb Employee for Fizzily pd on personal
44414	HAGA KOMMER CPAS	8/9/2022	\$16,250.00	2021 Financial Audit - Admin
44415	HAWKINS INC	8/9/2022	\$10,274.24	Pool Chemicals - RR
44416	HERTZ MASONRY	8/9/2022	\$678.87	Brick Repair - Park Shop
44417	ICON ARCHITECTURAL GROUP	8/9/2022	\$5,250.00	Construction Administration - Rodeo Arena
44418	INNOVATIVE OFFICE	8/9/2022	\$240.49	Paper - Admin
44419	KING, ROBERT	8/9/2022	\$81.29	Reimb for Ruined Clothing - SSC
44420	KLJ ENGINEERING LLC	8/9/2022	\$86,518.88	Construction Administration - MTC
44421	MORTON COUNTY RECORDER	8/9/2022	\$20.00	Recording Fees for ORT Commercial Addition

44422	ND SEWAGE PUMP LIFT STATION	8/9/2022	\$500.00	Inspect Pumps and Clean Floats - RR
44423	NORTHWEST CONTRACTING	8/9/2022	\$96,273.52	Pay App #3 - Rodeo Arena
44424	NOVA FIRE PROTECTION INC	8/9/2022	\$515.00	Sprinkler Inspection - SSC
44425	NRG TECHNOLOGY SERVICES	8/9/2022	\$2,619.08	August IT Services - Admin
44426	PLAISTED COMPANIES INC	8/9/2022	\$2,071.42	Sand - PW
44427	PRO KARTZ LLC	8/9/2022	\$650.00	Golf Cart Rental for Large Events - PW
44428	R & R SPECIALTIES INC	8/9/2022	\$1,585.50	Ice Paint - SSC
44429	SAND CREEK CORPORATION	8/9/2022	\$267,067.28	Pay app #1 - MTC Grading
44430	NICOLE SCHERR	8/9/2022	\$70.63	July Mileage Reimb - Rec
44431	SPIFFY BIFFS	8/9/2022	\$675.25	Portable Toilet Basic Service - MM
44432	SPORTS TURF IRRIGATION	8/9/2022	\$624.00	Irrigation Supplies - MM
44433	STARION INSURANCE	8/9/2022	\$55,588.00	Annual premium - Property Insurance
44434	THE PRINTERS INC	8/9/2022	\$645.00	Thank You Cards-MP&R Foundation
44435	US FOOD SERVICES INC	8/9/2022	\$23,486.89	Food - Summer MAC
44436	VOGEL, JODI	8/9/2022	\$600.00	Office Cleaning
44437	WESTERENG, JOHN	8/9/2022	\$78.68	May Phone Reimb - MM
44438	WESTERN EDGE ELECTRIC, INC	8/9/2022	\$132,480.00	Pay app #3 - Rodeo Arena

Total Checks \$736,339.23

US Bank Cr Cards \$ 40,610.20

08/05/22 Payroll \$134,648.23

08/19/22 Payroll \$122,730.48

Motion to adjourn the meeting was at approximately 6:11pm. Motion made by Commissioner Scott and seconded by Commissioner Froehlich; Motion passes 5-0.

Cole Higlin

Cole Higlin
Clerk, Mandan Park District



Wade Meschke










August 8 2022 minutes

Final Audit Report

2022-09-13

Created:	2022-09-12
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7gWTbgseygHQWejHsrqm1LXaKe35Nvtg

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-  Document e-signed by Wade Meschke (wade.meschke@msd1.org)
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