

Mandan Park District
Board Meeting Minutes
January 14, 2019

The Board of Park Commissioners duly met in special session on Monday, January 14, 2019 at City Hall 205 2nd Ave NW in the Bosch Froelich room.

Attendees:

Park Commissioners: President Wade Meschke, Vice President Jason Arenz, Commissioner's Wanda Knoll and Miles Mehlhoff.

Park District Staff present: Director Cole Higlin, Park Superintendent Dustin Fleck, Recreation Manager Naomi Erdahl,

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

Public Communication: None

Minutes: Motion by Commissioner Mehlhoff and seconded by Commissioner Koll to approve the December 10, 2018 regular meeting, December 10, 2018 strategic planning, and January 7, 2019 special meeting. Motion passes 4-0.

Unfinished Business:

Item # 1: Director Higlin updated the board on construction status and stated the last couple of weeks of snow has slowed the construction down a lot. However, work on the press box has started and framing is complete. Hertz Masonry is scheduled to be on site next week to start the burnished (exterior) block on the third base line and work towards the first base side. Director Higlin stated that the Mandan Baseball Club has released funds from their loan with BNC and each month moving forward Accounting Manager Welch will invoice the MBC for reimbursement. The Park District has spent its \$1 million contribution. YTD construction costs are currently at \$1.4 million and we collected \$268,000 in pledges for 2018.

Item # 2: Director Higlin presented the 2019-2021 District Strategic Plan. The plan took four months to compile with information coming from staff, public surveys, and Park Commissioners' input. The information was condensed by the Leadership Team and presented for approval tonight. The strategic plan will be placed on our website for the public to view. Motion by Vice President Arenz and seconded by Commissioner Knoll to approve the 2019 – 2021 District Strategic Plan as presented. Motion passes 4-0.

New Business:

Item # 1: Recreation Manager Erdahl updated the Park Commissioners on staffing concerns at the Mandan Aquatic Center. We rely on seasonal staff to arrive to work at 6am and there are times when dependability is an issue for various reasons. We try and send full time staff to the facility in the morning, but they have families and are unable to cover the shifts with short notice. Since Raging Fitness closed due to the partnership with the Family Wellness Center, memberships have dropped drastically. The morning lap swimming average around seven people each day. These positions are very difficult to fill because of the early hours and the training required to be a lifeguard. The recreation staff meet with all seven of the morning swimmers and talked about our issues and how we plan to resolve the situation. The recommendation is to reduce morning swim hours from five days a week to three days a week.

Items # 2: Park Superintendent Fleck requested approval to amend to the 2019 budget due to an oversight in the budgeting process. In 2018 we had retirements, staff shared between facilities relocated, resignations and we overlooked one position. The position would be an Athletic Fields Facility Supervisor with a salary range from \$45,000 - \$50,000 plus district benefits. Motion by Vice President Arenz and seconded by Commissioner Knoll to approve the 2019 budget amendment for a full time employee to the District Maintenance budget. Motion passes 4-0.

Items # 3: Director Higlin requested approval to add Pepsi to our ongoing regular monthly bills that we pay twice a month without board approval. The purpose of the request is to avoid late fees since we only meet once a month and at times payment is due prior to the board meeting. Motion by Vice President Arenz, seconded by Commissioner Mehlhoff to approve adding Pepsi to our ongoing monthly bills that does not require board approval. Motion passes 4-0.

Item # 4: Director Higlin presented two handbook changes that were approved at the Dec. 10, 2018 strategic planning retreat. The first change was employment status. Currently it states that employees are eligible for full time benefits if they work 40 hours a week. In order to offer full time benefits to employees that work 32 hours, we need to change the wording. All employees are classified at 40 hour a week position, however this allows us to reduce hours as needed or hire an employee at 32 hours a week and still receive benefits. The key is what the job is classified at in the job description. No current employees will work less than 40 hours, unless they are reclassified due to workloads by the manager. Seasonal employees are not eligible for benefits.

The second item is vacation carry and comp time carry over. Currently we are require to use our vacation and comp time accruals by Dec. 31 of each year. You can only carry over one year's worth of accruals based on years of service. Due to only having 24 full time employees, there are certain key positions that have difficulty spending there balance and still address workloads. The recommendation is to move the end date to March 31 of the following year or allow 15 months to use our vacation and comp time balances. Motion by Commissioner Mehlhoff and seconded by Commissioner Knoll to approve amending our handbook to recognize full time employees eligible for benefits at 32 hours and extending comp time and vacation balances extended to March 31. Motion passes 4-0.

Authorization of payment of the monthly bills. Motion was made by Commissioner Arenz seconded by Commissioner Knoll. Motion passes 4 -0.

MANDAN PARK DISTRICT *Check Summary Register

Name	Check Date	Check Amt
11000 STARION FINANCIAL		
Paid Chk# 042243	ADVANCED BUSINESS METHOD 1/15/2019	\$2,114.72 2019 COPIER MAINTENANCE FEE-AD
Paid Chk# 042244	BEDFORD TECHNOLOGY 1/15/2019	\$38,238.40 OUTFIELD FENCE MEMORIAL BALLPA
Paid Chk# 042245	BIS-MAN CHAMBER OF 1/15/2019	\$375.00 CHAMBER AD
Paid Chk# 042246	CENTRAL MECHANICAL IN 1/15/2019	\$675.94 SERVICE CALL SSC
Paid Chk# 042247	DAKOTA STAR GYMNASTICS 1/15/2019	\$407.58 DECEMBER HEALTH INSURANCE REI
Paid Chk# 042248	DOUGHERTY & COMPANY LLC 1/15/2019	\$500.00 CONTINUING DISCLOSURE SERVICES
Paid Chk# 042249	ECO FACILITY SERVICES 1/15/2019	\$400.00 PARK ADMIN CLEANING
Paid Chk# 042250	ELECTRIC SYSTEMS INC 1/15/2019	\$4,638.75 PYMT AP #2 -MEMORIAL BALLPARK
Paid Chk# 042251	ELECTRO WATCHMAN INC 1/15/2019	\$180.00 ANNUAL FIRE INSPECTION ASA
Paid Chk# 042252	FETZER ELECTRIC 1/15/2019	\$240.00 ELECTRICAL WORK SSC
Paid Chk# 042253	FETZER, SANDY 1/15/2019	\$60.00 REIMBURSE 50% OF TOW CHARGE
Paid Chk# 042254	HOPFAUF CUSTOM BUILDERS 1/15/2019	\$1,942.00 DIVIDING WALL AT SOCCER COMPLE
Paid Chk# 042255	INNOVATIVE OFFICE 1/15/2019	\$136.84 CALENDARS-ADMIN
Paid Chk# 042256	KELSCH RUFF KRANDA NAGLE 1/15/2019	\$100.00 LEGAL FEES
Paid Chk# 042257	LEVI, CINDY 1/15/2019	\$600.00 AUG-SEPT H.R. SERVICES FOR MTN
Paid Chk# 042258	MANDAN PROGRESS 1/15/2019	\$1,400.00 2019 EMPLOYEE APPRECIATION MAN
Paid Chk# 042259	MANDAN PUBLIC SCHOOLS 1/15/2019	\$50,015.00 2019 ANNUAL JOINT FACILITIES A
Paid Chk# 042260	MANN SIGNS INC 1/15/2019	\$35.00 ASA SIGN
Paid Chk# 042261	MVI 1/15/2019	\$11,125.25 PUMP HOUSE REPAIR MM INSURANCE
Paid Chk# 042262	NDACO 1/15/2019	\$74.99 1 YEAR SSL RENEWAL
Paid Chk# 042263	NDRPA 1/15/2019	\$1,100.00 NDRPA MEMBERSHIP DUES 2019
Paid Chk# 042264	NORTHERN TROPHY & 1/15/2019	\$1,965.00 FALL VOLLEYBALL SHIRTS
Paid Chk# 042265	NORTHWEST CONTRACTING 1/15/2019	\$206,351.72 PYMT AP #5-MEMORIAL BALLPARK R
Paid Chk# 042266	RED RIVER REFRIGERATION 1/15/2019	\$3,964.30 SSC FIX COMPRESSOR ISSUES
Paid Chk# 042267	RENNERS LAWN SPRINKLING 1/15/2019	\$7,500.00 SPRINKLER SYSTEM-YTH BASEBALL
Paid Chk# 042268	SCHAFF & SONS REPAIR 1/15/2019	\$9,588.16 SOFTBALL WELL REPAIR WORK DONE
Paid Chk# 042269	NICOLE SCHERR 1/15/2019	\$33.15 MILEAGE-MAC
Paid Chk# 042270	SPIFFY BIFFS 1/15/2019	\$75.50 BASIC SERVICE-DOG PARK
Paid Chk# 042271	STEINS INC 1/15/2019	\$112.69 CAN LINERS SSC
Paid Chk# 042272	TRI ENERGY COOPERATIVE 1/15/2019	\$60.99 GAS-PARK
Paid Chk# 042273	VERMONT SYSTEMS INC 1/15/2019	\$9,223.19 2019 ANNUAL MTNCE
	Total Checks	\$353,234.17
US Bank		\$15,724.69
1/11/19 Payroll		\$55,262.59
1/25/19 Payroll		\$58,949.34

Motion to adjourn the meeting was at approximately 6:00pm. Motion made by Vice President Arenz, seconded by Commissioner Mehlhoff. Motion passes 4-0.