

Mandan Park District
Board Meeting Minutes
July 13, 2020

The Board of Park Commissioners duly met in special session on Monday, July 13, 2020 at City Hall 205 2nd Ave NW in the Bosch Froelich room.

Attendees:

Park Commissioners: President Wade Meschke, Vice President Jason Arenz, Commissioners Jen Froehlich and Miles Mehlhoff.

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

Legal Council: Arlen Ruff

Absent:

Commissioner Hatzenbuhler.

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

Public Communication: No one appeared.

Minutes: Motion by VP Arenz and seconded by Commissioner Mehlhoff to approve the June 8, 2020 regular meeting and June 15, 2020 special meeting. Motion passes 4-0.

Item 1: Lynelle Rude Ussatis from Haga Kommer CPA's presented our 2019 financial audit with a clean opinion. Director Higlin stated that the audit committee met to review the audit prior to the board meeting. The audit committee included President Meschke, VP Arenz, Accounting Manager Welch, and Director Higlin. The committee recommended approval of the 2019 audit as presented. VP Arenz motioned to approve the 2019 audit and seconded by Commissioner Mehlhoff. Motion passes 4-0.

Item # 2: Director Higlin reminded the Park Commissioners that our annual board retreat is schedule for July 20, 2020 at 4:30pm. The purpose of the retreat is to review year to date finances for 2020 and approve the 2021 preliminary budget.

Item # 3: Park Operations Manager Fleck updated the board on the HA Kautzmann renovation timeline. The playground equipment is installed and site work has been completed including the sledding hill. Currently concrete for the tennis/basketball courts is being poured and then sidewalks will also be completed that run parallel to the street. We will add ADA sidewalks to the playgrounds once the shelter pad is poured and shelter is completed. President Meschke asked when can we expect the construction to be completed. Park Operations Manager Fleck stated that work should be completed in 30 days with the exception of reseeding the entire park. This will get done in September when cooler temperatures promote growth of grass.

Item # 4: Director Higlin stated that we were awarded funding for the mill and overlay of Old Red Trail Phase II multi-purpose trail. The trail runs between Sunset Ave and Collins Ave south of Old Red Trail road. The trail currently has settling and cracking that requires a new lift on the trail. Director Higlin stated that we need a motion to accept the grant. VP Arenz motion to accept the Transportation Alternatives Grant in the amount of \$168,237 and the local 20% and engineering fees will be special assessed back to the Park District. Seconded by Commissioner Mehlhoff, motion passes 4-0.

Commissioner/Staff Reports: President Meschke thanked the staff for picking up additional duties for reducing our liability financially due to covid related issues.

Authorization of payment of the monthly bills and to include adding the annual premium of the State Fire & Tornado in the amount of \$35,589. Motion was made by Commissioner Mehlhoff seconded by Commissioner Arenz, Motion passes 4-0.

MANDAN PARK DISTRICT
***Check Summary Register**
July 2020

Name	Check Date	Check Amt	
11000 STARION FINANCIAL			
Paid Chk# 043207	ALYEA, CODY	7/14/2020	\$24.37 MAY CELLPHONE REIMB- PARKS
Paid Chk# 043208	AMERICAN RESURFACING INC.	7/14/2020	\$13,400.00 CITY APRON ACROSS FROM DCP
Paid Chk# 043209	ASSOCIATED POOL BUILDERS INC	7/14/2020	\$8,056.50 FINAL PYMT RR WATERFALL IMPR P
Paid Chk# 043210	AVI SYSTEMS	7/14/2020	\$142.50 SERVICE CALL-SSC
Paid Chk# 043211	BARTH, DALE	7/14/2020	\$20.60 MAY CELLPHONE REIMB.- PARKS
Paid Chk# 043212	BOWERS EXCAVATING, LLC	7/14/2020	\$10,213.00 TOPSOIL REMOVAL AND FILL- H.A.
Paid Chk# 043213	CENTRAL MECHANICAL IN	7/14/2020	\$917.74 FIXED TOILET FLUSHER-SSC
Paid Chk# 043214	CHURCHILL, KELLY	7/14/2020	\$38.85 MAYCELLPHONE REIMB- ADMIN
Paid Chk# 043215	CLASSY CAKES	7/14/2020	\$3,072.00 EDIBLE COOKIE DOUGH- RR
Paid Chk# 043216	DAKOTA FIRE STATION	7/14/2020	\$969.60 FIRE EXTINGUISHER INSPECTIONS-
Paid Chk# 043217	DAKOTA STAR GYMNASTICS	7/14/2020	\$468.93 HEALTH INSURANCE REIMB. AMANDA
Paid Chk# 043218	DENNYS ELECTRIC LLC	7/14/2020	\$250.00 DIVIDER CUTAIN REPAIR -ASA
Paid Chk# 043219	DIRK PLUMBING & HEATING INC	7/14/2020	\$1,883.41 REPAIR/REPLACE TOILET, URINALS
Paid Chk# 043220	EAST SIDE JERSEY DAIRY INC.	7/14/2020	\$1,169.31 MILK SMAC
Paid Chk# 043221	ECKROTH, RICK	7/14/2020	\$100.00 INDOOR SHELTER REFUND
Paid Chk# 043222	ELECTRIC SYSTEMS INC	7/14/2020	\$15,295.00 PARKING LOT, CLUBHOUSE LIGHTIN
Paid Chk# 043223	FETZER ELECTRIC	7/14/2020	\$80.00 FAULTY PANEL- SSC
Paid Chk# 043224	FRUEH, DAVE	7/14/2020	\$89.70 JUNE MILEAGE REIMB
Paid Chk# 043225	GAMETIME	7/14/2020	\$4,338.42 REPLACE PLAYGROUND EQUIPMENT F
Paid Chk# 043226	GREENLIGHT SYSTEMS	7/14/2020	\$95.00 SERVICE CALL, RESET PROGRAMING
Paid Chk# 043227	GRONDAHL RECREATION	7/14/2020	\$5,970.00 WOOD CHIPS - KC PARK
Paid Chk# 043228	HAWKINS INC	7/14/2020	\$6,000.85 CHEMICALS - RR
Paid Chk# 043229	INNOVATIVE OFFICE SOLUTIONS	7/14/2020	\$497.32 PAPER-ADMIN
Paid Chk# 043230	JOHS, CASEY	7/14/2020	\$131.10 MILEAGE REIMB - TENNIS
Paid Chk# 043231	KAY PARK RECREATION	7/14/2020	\$2,829.00 2 SETS CONCRETE BAG TOSS - HA
Paid Chk# 043232	KIMS APPLIANCE SERVICE INC	7/14/2020	\$239.50 REPAIR RIGHT HAND FRYER - RR
Paid Chk# 043233	MANDAN KIWANIS	7/14/2020	\$400.00 GOLF ENTRY FEE - DONATION TO M
Paid Chk# 043234	MANDAN PROGRESS ORGANIZATION	7/14/2020	\$500.00 MANDAN BUCK-APPRECIATION FOR L
Paid Chk# 043235	MARKS HEATING & COOLING INC	7/14/2020	\$138.80 ICE PROBE- PW
Paid Chk# 043236	MORTON COUNTY WEED CONTROL	7/14/2020	\$62.00 HERBICIDE- PARKS
Paid Chk# 043237	NORTH DAKOTA LEAGUE OF CITIES	7/14/2020	\$602.00 ANNUAL PARK DUES
Paid Chk# 043238	NEUBERGER, TERRY	7/14/2020	\$400.00 OFFICE CLEANING - ADMIN
Paid Chk# 043239	NOVA FIRE PROTECTION INC	7/14/2020	\$570.00 FIRE PROTECTION SERVICE AGREEM
Paid Chk# 043240	NRG TECHNOLOGY SERVICES	7/14/2020	\$4,549.63 RECEIPT PRINTER- MM
Paid Chk# 043241	PHYNE PHOTOGRAPHY	7/14/2020	\$84.00 COMMISSION FROEHLICH HEADSHOT
Paid Chk# 043242	PLAISTED COMPANIES INC	7/14/2020	\$1,933.76 SAND- PW
Paid Chk# 043243	PREBLE MEDICAL SERVICES INC	7/14/2020	\$91.00 POST-ACCIDENT DRUG TEST
Paid Chk# 043244	R K ELECTRIC	7/14/2020	\$375.75 ELECTRIC RR
Paid Chk# 043245	RED RIVER REFRIGERATION	7/14/2020	\$1,533.87 COMPRESSOR MTNCE - SSC
Paid Chk# 043246	RIVARDS TURF AND FORAGE	7/14/2020	\$1,057.81 GRASS SEED-TEE BOX PROJECT PW
Paid Chk# 043247	NICOLE SCHERR	7/14/2020	\$65.77 JUNE CELLPHONE REIMB.-ADMIN
Paid Chk# 043248	SPIFFY BIFFS	7/14/2020	\$816.00 PORTABLE TOILETS-PW
Paid Chk# 043249	ST. ALEXIUS MEDICAL CENTER	7/14/2020	\$250.00 2ND QTR EAP SERVICES
Paid Chk# 043250	SUPERIOR GLASS INC	7/14/2020	\$615.00 DOOR THRESHOLDS AND SWEEPS - C
Paid Chk# 043251	SYSCO	7/14/2020	\$7,575.95 FOOD RR
Paid Chk# 043252	THE PRINTERS INC	7/14/2020	\$2,537.00 SCORE CARDS- PW
Paid Chk# 043253	US FOOD SERVICES INC	7/14/2020	\$23,539.22 FOOD SMAC
Paid Chk# 043254	US STANDARD PRODUCTS	7/14/2020	\$1,246.50 GLOVES AND SHIELDS RR
Paid Chk# 043255	WELCH, TERI	7/14/2020	\$51.44 JUNE CELLPHONE REIMB-ADMIN.
Paid Chk# 043256	WESTERENG, JOHN	7/14/2020	\$15.00 CELLPHONE REIMB. - MM
Paid Chk# 043257	CITY OF MANDAN - PUBLIC WORKS	7/14/2020	\$1,200.24 GAS RR
Paid Chk# 043258	PEPSI BEVERAGES COMPANY	7/14/2020	\$4,131.37 POP RR
Paid Chk# 043259	VERIZON WIRELESS	7/14/2020	\$162.63 COLE CELL
Paid Chk# 043260	CREDIT BUREAU OF BISMARCK	7/13/2020	\$186.64 CASEY SAMMONS 7/10/20 PAYROLL
Paid Chk# 043261	BRAUN, MANDI	7/14/2020	\$85.00 RR SEASON PASS REFUND
Paid Chk# 043262	STARION INSURANCE	7/14/2020	\$35,589.00 COMMERCIAL BLDG AND PP INSURAN
Total Checks			\$166,658.08
US Bank			\$35,131.08
7/10/20 Payroll			\$113,537.70
7/24/20 Payroll			\$112,512.89

Motion to adjourn the meeting was at approximately 5:45pm. Motion made by VP Arenz, seconded by Commissioner Mehlhoff. Motion passes 4-0.

Cole Higlin
 Cole Higlin (Sep 18, 2020 07:21 CDT)
 Cole Higlin
 Clerk, Mandan Park District

Wade Meschke
 Wade Meschke
 President, Board of Park Commissioner









July 13 2020 min

Final Audit Report

2020-09-18

Created:	2020-09-17
By:	Kelly Churchill (kchurchill@mandanparks.com)
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