

Mandan Park District
Board Meeting Minutes
August 10, 2020

The Board of Park Commissioners duly met in special session on Monday, August 10th, 2020 at City Hall, 205 2nd Ave NW in the Bosch Froelich room.

Attendees:

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

Park District Staff present: Teri Welch, Dustin Fleck, Garret Schultz, Brad Olson and Cole Higlin.

Legal Council: Arlen Ruff

Absent:

Vice President Jason Arenz and Commissioner Hatzenbuhler.

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

Public Communication: No one appeared.

Minutes: Motion by Commissioner Froehlich and seconded by Commissioner Mehlhoff to approve the July 13, 2020 regular meeting and July 20, 2020 special meeting. Motion passes 3-0.

Item #1: Director Higlin stated that land is potentially coming up for sale with the Mrnak Family who recently inherited the property adjacent to hole # 9 at Mandan Municipal GC. Staff feel that we can use this property for future storage or potentially expanding our parking lots. Director Higlin asked if we can proceed with discussions and bring back a proposal for the Park Commissioners to consider. President Meschke stated that there are no concerns among board members and keep us informed as negotiations continue.

Item #2: Director Higlin presented an engineering agreement with Burian & Associates for data collection for 6 wells for irrigation to analyze results and suggest mitigation strategies for improving our water quality. The current iron in our wells has wrecked havoc on our irrigation systems at baseball, softball, and soccer fields. The second phase would be a full study for a long term water solution for PWGC and determine if Missouri River, Heart River, and Wastewater Treatment recycled water could be an option. Park Superintendent Fleck demonstrated damage to his existing irrigation system and roughly spends around \$8,000 to \$10,000 annually repairing lines and sprinkler heads due to the iron content. Golf Superintendent Schultz echoed the same concerns and stated that we could possibly connect the irrigation system at PWGC and bore under the road to the youth soccer fields. Motion by Commissioner Mehlhoff and seconded by Commissioner Froehlich to approve Burian & Associates in the amount of \$8,900. Motion passes 3-0.

Item # 3: Director Higlin presented the engineering agreement with KLJ in the amount of \$49,000 for Old Red Trail multipurpose path reconstruction project that was approved last month. The Park District received \$168,237 in federal funding and is responsible for 20% plus engineering costs. Motion by Commissioner Froehlich and seconded by Commissioner Mehlhoff to approve KLJ for engineering services in the amount of \$49,000 for Old Red Trail multipurpose path. Motion passes 3-0.

Item # 4: Accounting Manager Welch presented the 2021 preliminary budget which was approved at our July 20, 2020 annual budget retreat.

2021 Preliminary Budget Summary:

	Revenue	Expense
General Fund	\$4,769,600	\$4,769,600
Special Assessment	\$ 246,900	\$ 141,000
Capital Improvement	\$ 491,750	\$ 491,750
Raging Rivers	\$ 673,400	\$ 663,900
Refunding Bonds	\$ 174,000	\$ 174,000
Flex Spending	\$ 5,000	\$ 5,000
Vision Fund	\$ 62,500	\$ 0
Total All Funds	\$6,423,150	6,245,250

Highlights of 2021 Budget:

- i. Budget is for 21 FT employees to receive a 2% raise (1% COLA and 1% merit) and Managers could qualify for an additional 3% for salary adjustments. We currently have two FT positions open that we are going to try and staff with seasonal employees for 2021. These positions are in Accounting and the shared maintenance position between SSC and the Park Shop. These areas will have increases to their part time salary line items.
- ii. Health insurance rates will increase by an estimate of 15% in July 2021. Total budget in 2021 will be \$390,800. Despite the rate increase, our budget is \$12,000 less in 2021 than 2020 due to having two unfilled FT positions.
- iii. No matching grant allocation and travel and training has been reduced.
- iv. Marketing budget was increased \$4,000 to celebrate our 100 year anniversary.
- v. We are levying property taxes based upon an estimated mill value of \$100,771 and no increase in the number of mills levied. Because of the increased value of the mill, however, this will result in approximately \$131,823 of additional property tax dollars levied in 2021.
- vi. The average increase in existing property values is 3.4%. An existing owner of a \$275,000 home with no valuation adjustment should not see an increase in property taxes. If their home increased in value by 3.4%, their property tax increase will be approximately \$12 for the year.

Capital Outlay

The beginning fund balance in 2020 was \$835,399. Currently we have \$125,000 restricted for a new ice resurfer in 2022. For 2021 we have a total of \$426,150 in budget requests. These include:

Marketing:

- 1. Rebranding the park district logo \$ 15,150

District Maintenance Dept:

- 2. Legion Park Improvements \$121,000

Golf Dept:

- 3. PWGC Rough Mower \$ 65,000
- 4. PWGC reel grinder \$ 45,000

Recreation:

- 5. New Sand for Legion Park VB Courts \$ 15,000
- 6. New Van for MAC program \$ 45,000

Raging Rivers:

- 7. Replace deep fryers for concessions \$ 14,000

Sports Complex:

- 8. Mower \$ 46,000
- 9. Utility Cart/Sprayer \$ 55,000
- 10. Compressor Improvements \$ 5,000

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. Motion was made by Commissioner Mehlhoff seconded by Commissioner Froehlich, Motion passes 3-0.

**MANDAN PARK DISTRICT
*Check Summary Register**

August 2020

Name	Check Date	Check Amt	
11000 STARION FINANCIAL			
Paid Chk# 043272	3WILLC	8/11/2020	\$200.00 HYDRO MULCHING K.C. PARK
Paid Chk# 043273	AGASSIZ	8/11/2020	\$330.00 FERTILIZER- SSC
Paid Chk# 043274	ALYEA, CODY	8/11/2020	\$24.37 CELLPHONE REIMB. PARKS
Paid Chk# 043275	AMERICAN RESURFACING INC.	8/11/2020	\$70,245.00 CONCRETE WORK - HA KAUTZMAN PA
Paid Chk# 043276	BARTH, DALE	8/11/2020	\$33.28 CELLPHONE REIMB PARKS
Paid Chk# 043277	CENTRAL MECHANICAL IN	8/11/2020	\$1,217.75 SERVICE IRRIGATION PUMP-SSC
Paid Chk# 043278	DAKOTA CAULKING	8/11/2020	\$150.00 CAULKING- EAGLES PARK
Paid Chk# 043279	DAKOTA FENCE	8/11/2020	\$6,951.00 INSTALL CHIAN LINK FABRIC- KC
Paid Chk# 043280	DAKOTA PLAYGROUND	8/11/2020	\$11,457.00 HA KAUTZMAN PARK AMENITIES
Paid Chk# 043281	DAKOTA STAR GYMNASTICS	8/11/2020	\$468.93 REIMB. AMANDA'S JULY HEALTH IN
Paid Chk# 043282	DIRK PLUMBING & HEATING INC	8/11/2020	\$2,584.19 REPLACED VALVE FOR LANDING POO
Paid Chk# 043283	EAST SIDE JERSEY DAIRY INC.	8/11/2020	\$920.45 MILK- SMAC
Paid Chk# 043284	ELECTRO WATCHMAN INC	8/11/2020	\$395.40 ANNUAL ALARM SERVICE- ALL SEAS
Paid Chk# 043285	FRUEH, DAVE	8/11/2020	\$96.60 JULY MILEAGE - REC
Paid Chk# 043286	GREAT PLAINS SECURITY	8/11/2020	\$240.00 ANNUAL SECURITY PAYMENT - PARK
Paid Chk# 043287	GRONDAHL RECREATION	8/11/2020	\$10,526.00 SIX FIBERGLASS PICNIC TABLES R
Paid Chk# 043288	HAGA KOMMER CPAS	8/11/2020	\$15,900.00 2019 FINANCIAL AUDIT
Paid Chk# 043289	HAWKINS INC	8/11/2020	\$5,882.94 CHEMICALS RR
Paid Chk# 043290	HERTZ MASONRY	8/11/2020	\$404.85 VANDALISM REPAIRS- EAGLES PARK
Paid Chk# 043291	JOHS, CASEY	8/11/2020	\$111.56 MILEAGE REIMB - TRACK
Paid Chk# 043292	KIRKS CANDY CO.	8/11/2020	\$672.00 SWEET AND SOUR GUMMIES RR
Paid Chk# 043293	MANDAN PROGRESS	8/11/2020	\$3,000.00 ANNUAL DONATION
Paid Chk# 043294	MANN SIGNS INC	8/11/2020	\$45.00 TYRA MAGNET SIGNS
Paid Chk# 043295	NORTH DAKOTA GOLF	8/11/2020	\$2,000.00 2020 GHIN FEES PW
Paid Chk# 043296	NORTHERN TROPHY &	8/11/2020	\$360.00 TRACK RIBBONS
Paid Chk# 043297	NORTHWEST CONTRACTING	8/11/2020	\$11,014.00 SAFETY NETTING/FLAG POLE MEMOR
Paid Chk# 043298	NRG TECHNOLOGY SERVICES	8/11/2020	\$2,137.83 SEPTEMBER I.T. SERVICES
Paid Chk# 043299	OFFICE OF THE STATE	8/11/2020	\$260.00 2019 AUDIT REPORT REVIEW
Paid Chk# 043300	RED RIVER REFRIGERATION	8/11/2020	\$472.50 REPAIR FREEZER RR
Paid Chk# 043301	RITTERBUSH-ELLIG-HULSING	8/11/2020	\$2,170.00 PRELIMINARY RENOVATION DESIGN
Paid Chk# 043302	ROTO ROOTER SEWER & DRAIN	8/11/2020	\$120.00 PLUGGED SINK - ASA
Paid Chk# 043303	SAMMONS, CASEY	8/11/2020	\$10.04 BELT FOR WAVES AT RR- REIMB (B
Paid Chk# 043304	NICOLE SCHERR	8/11/2020	\$88.90 JULY 2020 MILEAGE REIMBURSEMEN
Paid Chk# 043305	SIGN PRO	8/11/2020	\$20.00 TYRA NAMEPLATE PLAQUE
Paid Chk# 043306	SP&E	8/11/2020	\$4,055.70 DIVIDER CURTAIN CORD REEL REPL
Paid Chk# 043307	SPIFFY BIFFS	8/11/2020	\$272.00 PORTABLE TOILET - TENNIS MANDA
Paid Chk# 043308	STRATA CORPORATION	8/11/2020	\$0.00 GOLF COURSE SAND PW
Paid Chk# 043309	SWANSTON EQUIPMENT CORP	8/11/2020	\$7,000.00 TRAIL CRACKSEAL
Paid Chk# 043310	SYSCO	8/11/2020	\$12,937.74 FOOD SUPPLIES RR
Paid Chk# 043311	US FOOD SERVICES INC	8/11/2020	\$10,718.04 FOOD SUPPLIES MAC
Paid Chk# 043312	US STANDARD PRODUCTS	8/11/2020	\$2,600.00 PPE RR
Paid Chk# 043313	WELCH, TERI	8/11/2020	\$25.79 CELLPHONE REIMB ADMIN
Paid Chk# 043314	WESTERENG, JOHN	8/11/2020	\$15.00 JUNE 2020 CELL PHONE REIMBURSE
	Total Checks		\$188,133.86
	US Bank P-cards		\$ 26,047.75
	8/7/20 Payroll		\$115,126.90
	8/21/20 Payroll		\$ 99,803.23

Motion to adjourn the meeting was at approximately 6:20pm. Motion made by Commissioner Froehlich, seconded by Commissioner Mehlhoff. Motion passes 3-0.

Cole Higlin
 Cole Higlin (Sep 17, 2020 14:25 CDT)
 Cole Higlin
 Clerk, Mandan Park District


 Wade Meschke
 President, Board of Park Commissioner









August 10 2020 minutes

Final Audit Report

2020-09-18

Created:	2020-09-17
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzFcqbV7w-CuBKURUKXyqJOVM0B0Udw90

"August 10 2020 minutes" History

-  Document created by Kelly Churchill (kchurchill@mandanparks.com)
2020-09-17 - 7:24:13 PM GMT- IP address: 96.2.102.140
-  Document emailed to Cole Higlin (chiglin@mandanparks.com) for signature
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Signature Date: 2020-09-17 - 7:25:28 PM GMT - Time Source: server- IP address: 96.3.192.114
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