

Mandan Park District
Board Meeting Minutes
December 12, 2022

The Board of Park Commissioners duly met in special session on Monday, December 12, 2022, at City Hall, 205 2nd Ave NW in the Bosch Froelich room.

Attendees:

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

Park District Staff present: Cole Higlin and Dustin Fleck.

Legal Counsel: Arlen Ruff

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 Scott to approve the November 14, 2022, regular meeting minutes and November 21, 2022 special meeting minutes. Motion passes 5-0.

Item #1 Director Higlin updated the board on construction progress at the rodeo arena and reported that due to the heavy snow the project has been on hold until weather cooperates. Director Higlin stated that the new rodeo panels are scheduled to be delivered this week.

Director Higlin presented a recommendation from the Mandan Rodeo Days Committee for the Park Board to approve for alcohol sales during the 4th of July Rodeo. Director Higlin stated that the Park District leases the arena to the Mandan Horse & Saddle Club, and they sublease it to the Mandan Rodeo Days Committee for July 2-4 each year. The Park District would enter into an agreement between Mandan Rodeo Days Committee and the Park District to provide alcohol sales to the public. The Mandan Rodeo Days Committee only received one proposal - Funatix Events which is a subsidiary of the Bismarck Larks. Commissioner Mudder and I met with John Bollinger prior to the deadline of submittal and stated that we have no concerns with Funatix Events; we want to make sure that all Mandan businesses have an opportunity to submit a proposal. Commissioner Mehlhoff stated that based on the email from Heather Jacobsen-Bauer, Rodeo Chairperson, they only sent it to seven businesses. President Meschke recommended that we table this item and direct staff to communicate with the Mandan Rodeo Days Committee to extend the application period to allow all Mandan businesses an opportunity. Director Higlin stated that we will have this on the agenda in January 2023.

Item # 2: Director Higlin updated the board on construction of the Mandan Tennis Center stating that coating of the tennis courts has started, and the welcome building is near completion. The only items that may not be completed are the hanging of the scoreboards, exterior landscaping, and fencing of outdoor pickleball courts. The grand opening is set for December 22, 2022 at 11:30am.

Director Higlin presented an amendment to the current lease agreement with Mandan Tennis LLC. The purpose of the lease amendment is to clearly define the use of current pledges and future pledges towards the Tennis Center. Currently in item (4) of the current lease, all pledges are to be used to buy down principal. Tracy Porter would like to apply (1) lease payment a year from the pledges, specifically in June of each year. Director Higlin stated that we do not have anything budgeted for building/repairs and maintenance in the 2023 budget. Director Higlin recommended that we place \$100,000 in a long-term fund for replacement of the dome and set aside all other funds in a separate fund to address building repairs/maintenance and Mandan Tennis LLC monthly lease payment in June. Motion by Commissioner Scott and seconded by Commissioner Mehlhoff to approve the Mandan Tennis LLC amendment and to approve the KJ change order in the amount of \$25,000. Motion passes 5-0.

Item 3: Director Higlin stated that the interior renovations to Raging Rivers are currently in progress. The demo has been completed and framing is starting to take shape. The exterior improvements are on hold until spring of 2023 and

the only items remaining are finishing the floor of the lazy river and a few liner items around the kiddie pool area. Director Higlin stated that we have been reimbursed just over 50% from the ARPA grant which is \$288,637.85.

Item 4: Director Higlin presented the 2023-2025 updated strategic plan. Director Higlin stated that the document is a revolving document that allows staff to provide input on current goals/objectives, and plan for the future. President Meschke asked for communication within portfolio holder committee meetings as to additional ideas to be added into the strategic plan. Commissioner Mudder stated that he would like staff to consider some type of winter park activity that can incorporate sledding, outdoor skating, cross country skiing and other activities that would promote the Park District without increasing operational expenses.

Item 5: Director Higlin requested approval to award PROS Consulting a contract for an assessment of the Park District operations. We have constructed \$48 million in capital projects since 2015 and we have only added 1 new staff member in 2022. The purpose of the assessment is to determine tiers of maintenance and cost recovery of each facility in comparison with what we charge for services to user groups. Motion by Commissioner Froehlich and seconded by Commissioner Mehlhoff to award Pros Consulting for an operational assessment in the amount of \$26,000. Motion passes 5-0.

Item 6: Motion by Commissioner Mehlhoff and seconded by Commissioner Scott to approve the monthly bills and to include payment to Yeadon Dome in the amount of \$91,287.40. Motion passes 5-0.

Commissioner/Staff Reports: Director Higlin updated the Board on Paycom, the District's new payroll software. Each commissioner needs to download the app or go online to complete the registration for access. The new payroll software will allow all employees to log in and out from all our facilities from their phone. They will get pay stubs, W-2's, leave requests, vacation balances and scheduling, if staff uses it. This will allow reallocating of job duties from Josh Nachatilo who currently has to data entry all employees each year.

*Check Summary Register

44624	ACTION SPORTS INC	12/12/2022	\$1,254.12	Doors on UTV - MTC
44625	ADVANCED ENGINEERING AND	12/12/2022	\$3,540.00	Boat Ramp Study
44626	ALYEA, CODY	12/12/2022	\$24.43	Cell Phone Reimbursement - Nov Parks
44627	ASSOCIATED POOL BUILDERS	12/12/2022	\$38,000.00	ARPA Grant - RR Exterior-Pay app #4
44628	AVI SYSTEMS	12/12/2022	\$14,270.59	Service call-Zone 4 showing Alarm - ASA
44629	BACKGROUND INVESTIGATION	12/12/2022	\$72.35	Nov. Background Checks
44630	BANYON DATA SYSTEMS INC	12/12/2022	\$2,470.00	Annual Support for Acctg Software
44631	BSN SPORTS	12/12/2022	\$851.18	Bases - set of three - Parks
44632	BUILDERS FIRST SOURCE	12/12/2022	\$1,035.16	Construction Lumber - Rodeo
44633	CENTRAL MECHANICAL INC	12/12/2022	\$386.22	Service call gymnastics area-SSC
44634	CITY OF MANDAN	12/12/2022	\$3,229.84	Water Usage - PW
44635	CUSTER HEALTH	12/12/2022	\$315.00	RR Concess - Restaurant License Renewal
44636	DAKOTA FIRE STATION INC	12/12/2022	\$56.45	Fire Extinguisher Maintenance - SSC
44637	DIRK PLUMBING & HEATING INC	12/12/2022	\$5,644.02	Repair Shower Faucet - ASA
44638	EAPC ARCHITECTS ENGINEERS	12/12/2022	\$4,512.50	ARPA - Interior Reno - Planning & Design
44639	ELECTRIC SYSTEMS INC	12/12/2022	\$6,840.00	Relocate track timing system boxes-SSC (costs
44640	ENERGY TECH SYSTEMS INC	12/12/2022	\$1,281.00	Service call-RTU3 VAV'S overheating - SSC
44641	FARSTAD OIL INC	12/12/2022	\$3,266.27	Propane - SSC
44642	FIRESIDE OFFICE SOLUTIONS	12/12/2022	\$7,312.00	Mandan Tennis Center Furniture
44643	FRUEH, DAVE	12/12/2022	\$120.00	Mileage Reimbursement - Nov. - Rec
44644	GRONDAHL RECREATION	12/12/2022	\$69,916.00	MTC - Pickleball systems, Umbrella Shades,
44645	HUBBARD FEEDS	12/12/2022	\$6,875.42	Fertilizer - Parks
44646	ICON ARCHITECTURAL GROUP	12/12/2022	\$30,428.12	Park Operations Bdg - Construction
44647	IRONSIDES CONSTRUCTION	12/12/2022	\$17,100.00	RR - Interior Renovations - Pay app #1
44648	KK BOLD	12/12/2022	\$2,900.00	New Website - Marketing
44649	KLJ ENGINEERING LLC	12/12/2022	\$25,250.00	MTC - Engineering-Bidding
44650	KNIFE RIVER	12/12/2022	\$1,993.18	Gravel for Community Gardens - Reimbursed
44651	MANDAN BASEBALL CLUB	12/12/2022	\$69,657.15	2022 Memorial Ballpark Field Game Rentals
44652	MANDAN PROGRESS	12/12/2022	\$1,160.00	Staff Years of Service Awards
44653	MANN SIGNS INC	12/12/2022	\$29,534.00	Facility Signs - Marketing
44654	NATIONAL ASSOC. OF PARK	12/12/2022	\$375.00	Foundation Membership-Marketing
44655	ND BABE RUTH BASEBALL	12/12/2022	\$200.00	Cal Ripken Teams, \$20 per Team
44656	NORTHERN TROPHY &	12/12/2022	\$183.80	Park Commissioner Shirts
44657	NORTHWEST CONTRACTING	12/12/2022	\$531,402.09	Rodeo Arena Renovation-Pay app #7
44658	NRG TECHNOLOGY SERVICES	12/12/2022	\$5,458.62	Replacement Laptops for: Dustin, Kelly, Brent
44659	PORTER, TRACY	12/12/2022	\$699.99	Reimb for fridge/microwave - MTC

44660	PREBLE MEDICAL SERVICES	12/12/2022	\$100.00	New Employees' Pre Employment test
44661	RED RIVER REFRIGERATION	12/12/2022	\$2,971.80	Monthly Compressor mtnce - SSC
44662	RENNERS LAWN SPRINKLING	12/12/2022	\$180.00	Wire Repair - Rodeo Arena
44663	SAND CREEK CORPORATION	12/12/2022	\$5,919.60	MTC - Grading - Pay app #4
44664	NICOLE SCHERR	12/12/2022	\$115.63	Mileage Reimbursement - Nov. MAC
44665	SPIFFY BIFFS	12/12/2022	\$412.00	Portable Restrooms - PW
44666	STARION INSURANCE	12/12/2022	\$556.00	Insure Tennis Dome
44667	THOMAS, KELLY	12/12/2022	\$50.00	Cell Phone Reimbursement - Nov Admin
44668	VOGEL, JODI	12/12/2022	\$600.00	Admin Cleaning Service Nov
44669	WATSON, TYRA	12/12/2022	\$50.00	Cell Phone Reimbursement - Nov.
44670	WELCH, TERI	12/12/2022	\$404.54	Cell Phone Reimbursement - 12.9.21 through
44671	WESTERENG, JOHN	12/12/2022	\$40.00	Cell Phone Reimbursement - Nov- MM
44672	WESTERN EDGE ELECTRIC, INC	12/12/2022	\$28,800.00	Rodeo Arena - Electrical Pay app #6
44673	PRO FORMS	12/12/2022	\$223.79	W-2 and 1099 Forms - Admin
44674	YEADON FABRIC DOMES LLC	12/12/2022	\$91,287.40	Air Supported Structure Pay App #4 -MTC
44676	MORTON COUNTY TREASURER	12/19/2022	\$11,008.78	2022 Special Assessments
	Total Checks		\$1,030,334.04	
	US Bank Pcards		\$ 28,450.31	
	12/09/22 Payroll		\$ 63,470.13	
	12/23/22 Payroll		\$ 61,806.48	

Motion to adjourn the meeting was at approximately 6:07pm. Motion made by Commissioner Mehlhoff and seconded by Commissioner Froehlich; Motion passes 5-0.

Cole Higlin

Cole Higlin
Clerk, Mandan Park District

Wade Meschke

Wade Meschke
President

December 12 2022 minutes

Final Audit Report

2023-01-10

Created:	2023-01-10
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAArqb-lwe9hB_uljd1gGGJhJObx1LTXZr3

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