

Mandan Park District  
Board Meeting Minutes  
February 13, 2023

The Board of Park Commissioners duly met on Monday, February 13, 2023, at City Hall, 205 2<sup>nd</sup> 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 Teri Welch.

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 Scott and seconded by Commissioner Mehlhoff to approve the January 9, 2023, regular meeting minutes. Motion passes 5-0.

**Item #1** Director Higlin introduced Kelsey Deckert from NDSU Morton County Extension Agency to update the commissioners on the community gardens. Kelsey Deckert stated that our relationship started ten years ago with the community gardens. The new community garden sites will now have 80 plots with a space dedicated to no-till spots. We have 22 people on a waiting list and we will be able to address them in 2023. You can contact the NDSU extension office to be added to the waiting list. We will have an upcoming meeting with the current gardeners and determine if they plan on renewing their plots. We will have eight water hydrants and the plots will be 20 x 20 for a cost of \$40 per plot with a maximum of two plots. Commissioner Mudder asked what the benefits of no-till are. Mrs. Deckert discussed no-till keeps the nutrients and water in the soil to avoid losing the nutrients by tilling the soil. Commissioner Mudder asked if we are going to have an open house. Director Higlin stated that we do not plan on having a ribbon cutting for the new site since the current gardeners will be communicated about the changes.

**Item # 2:** Director Higlin stated that the Dacotah Centennial Park Advisory Committee received a request for a new remote-control (RC) track and the BMSCA to construct a go cart track. The RC track would hold 2-3 races a month from April to September and would stay away from stock race events. The go cart track would have one race a week on Wednesday evenings that will take roughly two hours to run the event. Discussion from the board centered around the sound of the remote-control cars and go carts and how it would impact surrounding facilities specifically soccer with parking. Andrew Lillejord and Casey Martin displayed an orientation of the go cart track placed north/south with 1/3 of the track placed inside the east fence where rodeo panels are stored today. This allows for increased parking for all activities at DCP. The go kart track is 112 yds x 75 yards, RC track is 75 x 42 yards along with press boxes, bleacher space and a parking lot 150 x 45 yds. Commissioner Mudder requested that Park Operations Manager Fleck has contact information for both the go cart and RC track members to address upcoming issues or events. Commissioner Scott confirmed that the carts are individually owned and not owned by the BMSCA. The current staging/pit area that we use for the stock events will be dual purposed for the go cart track which benefits keeping the haulers inside the fenced area.

Motion by Commissioner Froehlich and seconded by Commissioner Scott to approve a RC track and Go Cart track as a subcommittee under the current lease with the Bismarck Mandan Stock Car Association. Attorney Ruff will develop the amended lease to address liability and maintenance responsibilities for each organization. Motion passes 5-0. President Meschke recommended to regrop with BMSCA and determine the next steps and present it later for approval.

**Item 3:** Teri Welch; Accounting Manger requested approval to amend the 2022 budget for expenditures that exceeded the budgeted appropriations. Accounting Manager Welch requested approval to amend \$223,936 for expenditures from Prairie West GC and Mandan Municipal GC and stated that there was sufficient revenue to cover the overages. Motion by Commissioner Scott and seconded by Commissioner Mudder to approve amending the 2022 general fund expenditures in the golf operations department in the amount of \$223,936 due to increased costs associated with a busy and successful golf season. Motion passes 5-0.

**Item 4:** Accounting Manager Welch and Director Higlin presented the 2022 Annual Report and stated that the report will be placed on online for citizens to review.

**Item 5:** Director Higlin presented 2023 matching grant request. This year we had 9 applicants and there were a few grants that did not qualify due to our current requirements to not fund projects on private property or funds used for staffing or operations. Director Higlin stated that the Foundation Board members scored the applicants and recommendations for funding. The recommendation is to award The Mandan Touchdown Club \$2,000 for equipment only, Dakota Junior Golf Association \$2,000 for equipment only, Mandan Girls Fast Pitch Association \$1,000 for equipment only, Mandan Horse & Saddle Club \$2,500, and Mandan Remote Control Club \$2,500. Motion by Commissioner Mehlhoff and seconded by Commissioner Mudder to approve matching grant applicants as recommend by the Foundation Board Members. Motion passes 5-0.

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

### \*Check Summary Register

44717	ADVANCED ENGINEERING AND	2/14/2023	\$850.00	Boat Ramp Study and Report
44718	ALL AMERICAN ARENA	2/14/2023	\$8,111.86	Hockey Goal Frames, Nets and Skate Storage
44719	Artlip, Melissa	2/14/2023	\$250.00	Values in the Workplace speaker fee - All Staff
44720	AVI SYSTEMS	2/14/2023	\$667.22	Door Access Controls - MTC
44721	BACKGROUND INVESTIGATION	2/14/2023	\$125.25	December Background Checks
44722	BERGSTROM ELECTRIC INC	2/14/2023	\$10,513.80	Electrical pay app #2 - RR Interior Renovations
44723	BIG HILL SERVICES LTD	2/14/2023	\$985.96	84" Ice Resurfacers Blades - SSC
44724	CENTRAL MECHANICAL INC	2/14/2023	\$1,582.17	Service call- Roof Vents Froze - MTC
44725	CHI ST ALEXIUS HEALTH	2/14/2023	\$250.00	4th Qtr EAP
44726	CITY OF MANDAN	2/14/2023	\$2,684.74	Unleaded and Diesel Fuel - Parks
44727	EAPC ARCHITECTS ENGINEERS	2/14/2023	\$5,549.28	RR Interior Renovation Services through 12-
44728	ENERGY TECH SYSTEMS	2/14/2023	\$330.00	Service call for heat issues at SSC
44729	FARSTAD OIL	2/14/2023	\$514.81	Propane - SSC
44730	FASSTEN COMPANY	2/14/2023	\$272.53	Hardware for pavillion - Rodeo Arena
44731	FERGUSON WATERWORKS	2/14/2023	\$16,849.20	Credit for Irrigation parts - RR
44732	FRUEH, DAVE	2/14/2023	\$94.32	Jan Mileage Reimbursement - Rec
44733	HERITAGE PROFESSIONAL	2/14/2023	\$23,563.85	Fertilizer and Chemical - PW
44734	INNOVATIVE	2/14/2023	\$18.99	Appointment book - Admin
44735	IRONSIDES CONSTRUCTION	2/14/2023	\$70,994.70	Construction Pay app #2 RR Interior
44736	JOHS, CASEY	2/14/2023	\$348.59	Oct 22 - Jan 23 Cell Phone Reimbursement -
44737	KADARMAS LEE AND JACKSON	2/14/2023	\$65,350.00	Survey & Design - Youth Baseball Complex
44738	MANDAN POLICE DEPARTMENT	2/14/2023	\$90.00	Annual Alarm Fee - ASA
44739	MANDAN PUBLIC SCHOOLS	2/14/2023	\$92,716.88	Joint Facilities Maintenance Agreement
44740	MANN SIGNS INC	2/14/2023	\$1,097.00	Vinal Overlay Decal- Marketing
44741	M-B COMPANIES	2/14/2023	\$2,172.94	Sweeper brushes for Bobcat - Park Shop
44742	MENARDS	2/14/2023	\$5,120.36	Ticket Booth Building Materials - Rodeo
44743	MIDWEST BLINDS INC	2/14/2023	\$1,085.00	Window Coverings - MTC
44744	MORTON COUNTY TREASURER	2/14/2023	\$1,756.83	Property Tax paid as rental for Teamsters Park
44745	ND DEPT OF ENVIRONMENTAL	2/14/2023	\$315.00	Boiler Inspection - ASA
44746	NORTH DAKOTA LEAGUE OF	2/14/2023	\$826.00	Park Dues - Admin
44747	NORTH DAKOTA GOLF	2/14/2023	\$150.00	2023 Membership - PW
44748	NRG TECHNOLOGY SERVICES	2/14/2023	\$2,512.08	February IT Service - Admin
44749	PACIFIC SOUND & VIDEO	2/14/2023	\$719.00	Sound System - MTC
44750	PREBLE MEDICAL SERVICES	2/14/2023	\$100.00	Golf/Parks new employees drug testing
44751	PRO FORMS	2/14/2023	\$21.73	Additional W-2 Forms - Admin
44752	RIVARDS TURF AND FORAGE	2/14/2023	\$6,323.88	Fertilizer and Chemical - MM
44753	NICOLE SCHERR	2/14/2023	\$157.25	Jan Mileage Reimbursement - MAC
44754	SECRETARY OF STATE	2/14/2023	\$30.00	MTC Logo Trademark Registration - Marketing
44755	SP&E	2/14/2023	\$745.00	Basketball Hoop Repair - ASA
44756	STARION INSURANCE	2/14/2023	\$70,609.00	Equipment Premium
44757	STEINS INC	2/14/2023	\$1,245.01	Cleaning Supplies - SSC
44758	THE PRINTERS INC	2/14/2023	\$440.00	Tee box signs - PW
44759	THOMAS, KELLY	2/14/2023	\$50.00	Jan Cell Phone Reimbursement - Admin

44760	WATSON, TYRA	2/14/2023	\$129.05	Cell Phone Reimbursement - Dec.
44761	WESTERENG, JOHN	2/14/2023	\$40.00	Dec Cell Phone reimbursement -MM
44762	WORKFORCE SAFTEY AND	2/14/2023	\$7,209.01	2023 Workforce Saftey Premium
44763	ND DEPT OF WATER RESOURCES	2/15/2023	\$500.00	Application Fee for Water Permit for Soccer


<b>Total Checks</b>	<b>\$406,068.29</b>
<b>US Bank P-cards</b>	<b>\$17,170.13</b>
<b>Starion Bank P-cards</b>	<b>\$ 6,319.15</b>
<b>02/03/23 Payroll</b>	<b>\$89,710.47</b>
<b>02/17/23 Payroll</b>	<b>\$85,893.48</b>

Motion to adjourn the meeting was at approximately 6:35pm. Motion made by Commissioner Mudder and seconded by Commissioner Froehlich; Motion passes 5-0.

*Cole Higlin*

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Cole Higlin  
Clerk, Mandan Park District




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Wade Meschke










# February 13 2023 minutes

Final Audit Report

2023-03-14

Created:	2023-03-14
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAN-RcgsTxs9UUUQkj2vlgD7FF3YSTOIOy

## "February 13 2023 minutes" History

-  Document created by Kelly Churchill (kchurchill@mandanparks.com)  
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-  Document emailed to cole higlin (chiglin@mandanparks.com) for signature  
2023-03-14 - 2:40:19 PM GMT
-  Email viewed by cole higlin (chiglin@mandanparks.com)  
2023-03-14 - 2:50:37 PM GMT- IP address: 172.225.216.104
-  Document e-signed by cole higlin (chiglin@mandanparks.com)  
Signature Date: 2023-03-14 - 2:51:00 PM GMT - Time Source: server- IP address: 174.199.45.96
-  Document emailed to wade.meschke@msd1.org for signature  
2023-03-14 - 2:51:02 PM GMT
-  Email viewed by wade.meschke@msd1.org  
2023-03-14 - 3:09:20 PM GMT- IP address: 165.234.101.97
-  Signer wade.meschke@msd1.org entered name at signing as Wade Meschke  
2023-03-14 - 3:14:32 PM GMT- IP address: 165.234.101.97
-  Document e-signed by Wade Meschke (wade.meschke@msd1.org)  
Signature Date: 2023-03-14 - 3:14:34 PM GMT - Time Source: server- IP address: 165.234.101.97
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