



**MANDAN PARK BOARD
ANNUAL BUDGET RETREAT
Minutes**

July 17, 2023

President Meschke called the annual budget retreat to order at 4:30pm at Mandan Park District administrative office.

Attendees:

Park Commissioners: President Meschke, Vice President Mehlhoff, Commissioner Froehlich, Commissioner Mudder and, Commissioner Scott.

Park Staff:

Director Higlin and Accounting Manager Welch

1) Board policies –

- Vision Fund- Director Higlin presented the language on the Vision Fund Policy effective July 19, 2020. The purpose of the Vision Fund is to designate restricted funds for future long-term repairs to Park District facilities. These funds will be dedicated to a specific facility or project that requires board approval prior to expending these funds. Currently, the following revenue sources will be deposited in the Vision Fund:
 1. Naming rights for Starion Sports Complex from Starion Financial.
 2. Naming rights for the track from Gangl Hospitality.
 3. All the field rentals at Veterans Memorial Ballpark at BNC Field per the agreement with the MBC for turf replacement.
- 30% Gen Fund Balance- Director Higlin presented the general fund policy. NDCC 15-15-27 limits year-end carryover fund balances to 75% of the current annual appropriation other than debt retirement. The Park Administrative Portfolio recommends a minimum unrestricted cash balance of 30% of general fund operating expenses as a guideline. To deficit spending below 30% it requires a roll-call vote of Park Commissioners to expend these dollars. Director Higlin recommended increasing the percentage to 35% and the full board supported that action for the general fund as a guideline for staff and future boards.
- Restricted Funds & Fund Balance Review: Director Higlin updated the board with restricted general fund dollars and fund balances of the entire district.
- Vision Fund balances:
 - Starion Sports Complex: \$250,000 (Starion naming rights and Gangl)
 - Prairie West GC: \$150,000 (future maintenance building)
 - Baseball: \$ 20,816.59 (closed baseball fund)
 - Memorial Ballpark: \$ 3,900 (rental fees)
 - Interest earnings: \$ 4,205.39

- Motion by Vice President Mehlhoff and seconded by Commissioner Scott to transfer \$189,000 of park fees from the general fund to the vision fund and all future park fees. Motion passes 5-0.
- Motion by Vice President Mehlhoff and seconded by Commissioner Froehlich to close the softball fund and transfer \$12,341.06 to the Special Assessment Fund to pay off the softball parking lot assessment. Motion passes 5-0.

2) Mill Summary – Accounting Manager Welch provided a 10-year history of mill levies for the district. For 2023 legislative changes require us to use dollars instead of mills for the budget hearing.

For 2024 we are proposing the following mills:

General Fund:	20.77
Special Assessment:	2.5
GO Bond	.88
Capital Improvement	<u>5</u>
Total Mills:	29.15

The total impact to the taxpayer on a \$300,000 home would be \$34. The mill value in 2022 was \$115,516 and 2023 is \$128,347.

3) Accounting Manager Welch presented 2024 budget highlights and recap of the budget.

- 2022 Mill value (for 2023 property tax collections): \$115,516
- **Estimated** 2023 Mill value (for 2024 property tax collections): \$128,347
Increase of \$ 12,831
- Results in \$374,024 additional dollars levied (approx. 96% collection)
- New special assessments = Mill increase from 1.57 to 2.5 in the Special Assessment Fund, taken from the General Fund

	(Actual per abstract)			
	2023 Mills	2024 mills		incr (decr)
General Fund	21.66	20.77		-0.89
Special Assessments Fund	1.57	2.5		0.93
General Obligation Bond Fund	0.93	0.88		-0.05
Capital Improvement Fund	4.99	5		0.01
	29.15	29.15	\$	(0.00)

- NDCC 57-15-01 states: “For purposes of communicating with the public and comparing the amount levied in the current taxable year to the amount levied in the preceding taxable year, taxing districts shall express levies in terms of dollars rather than mills.”

DEBT PAID OFF

- 2022 Paid off SSC Land - approx. \$100,000 yr.
- 2022 Paid off RR Play unit – approx. \$96,000/ yr.
- 2022 Paid off PW Irrigation – approx. \$81,000/yr.

2023 NEW DEBT

- Park Maintenance Shop – approximately \$140,000/yr. for 20 years
- Rodeo Arena- \$321,700/yr. for 7 yrs
 - Paid with pledges collected.
 - Recommend using \$1,100,000 add 'l pledges collected towards the current loan, for projected payoff in 3 yrs.
- Tennis Center - \$273,700/yr. for 20 yrs
 - Paid by LLC monthly lease and pledges collected.
 - Transferring \$100,000 from pledges to Vision Fund for dome replacement
 - Leaving any excess pledge collections in Construction Fund for future repairs/maintenance and 1 month lease payment

STAFF/BENEFITS

- 3% Cost of Living adjustment January 1, 2024.
- 2% Merit on employees' anniversary dates.
- Existing Staff pay adjustments:
 - Kelly
 - Casey
 - Tyra
- 3 New Full-Time Employees – budgeted full year, hired mid–year.
 - Park Maintenance
 - ASA Custodial/Maintenance
 - Accounting/Admin (currently PT position – moving to FT)

2024 Preliminary Budget Statement

GENERAL FUND

	Actual 2022	Est 2023	Budget 2024
Revenue			
Taxes	\$ 2,416,811	\$ 2,262,000	\$ 2,447,200
Charges for Services	\$ 2,435,543	\$ 2,533,600	\$ 2,771,400
Intergovernmental	\$ 659,299	\$ 475,000	\$ 525,000
Interest	\$ 50,818	\$ 15,000	\$ 60,000
Donations/Other	\$ 955,094	\$ 644,000	\$ 88,200
Transfer In	\$ 65,400	\$ 65,400	\$ 424,900
	\$ 6,582,965	\$ 5,995,000	\$ 6,316,700
Expenditures			
Salaries & Wages	\$ 2,162,683	\$ 2,173,850	\$ 2,404,500
Benefits	\$ 619,320	\$ 757,100	\$ 833,050
Insurance	\$ 123,765	\$ 146,000	\$ 165,000
Administration	\$ 633,262	\$ 445,350	\$ 379,100
Park Operations	\$ 282,153	\$ 773,200	\$ 801,300
Sports Complex	\$ 327,721	\$ 309,700	\$ 322,700
All Seasons Arena	\$ 63,711	\$ 56,100	\$ 66,700
Golf Operations	\$ 906,537	\$ 725,950	\$ 756,200
Mandan Aquatic Center	\$ 29,888	\$ 31,350	\$ 30,050
Recreation Programming	\$ 238,086	\$ 576,400	\$ 395,200
Transfer Out	\$ 2,219,757	\$ -	\$ 150,000
	\$ 7,606,882	\$ 5,995,000	\$ 6,303,800
Excess of Revenue Over (Under) Expenditures	\$ (1,023,917)	\$ -	\$ 12,900
Beginning Fund Balance	\$ 2,278,052	\$ 1,254,135	\$ 1,254,135
Ending Fund Balance	\$ 1,254,135	\$ 1,254,135	\$ 1,267,035

SPECIAL ASSESSMENTS FUND

	Actual 2022	Est 2023	Budget 2024
Revenue			
Taxes	\$ 101,992	\$ 161,200	\$ 289,750
Interest	\$ 1,322	\$ 1,000	\$ 1,000
Other	\$ -	\$ 10,000	\$ 10,000
	<u>\$ 103,314</u>	<u>\$ 172,200</u>	<u>\$ 300,750</u>
Expenditures			
Special Assessments	\$ 7,079	\$ 266,350	\$ 247,000
Other	\$ -	\$ -	\$ -
Transfer Out	\$ 110,028	\$ -	\$ -
	<u>\$ 117,107</u>	<u>\$ 266,350</u>	<u>\$ 247,000</u>
Excess of Revenue Over (Under) Expenditures	<u>\$ (13,793)</u>	<u>\$ (94,150)</u>	<u>\$ 53,750</u>
Beginning Fund Balance	<u>\$ 231,742</u>	<u>\$ 217,949</u>	<u>\$ 123,799</u>
Ending Fund Balance	<u><u>\$ 217,949</u></u>	<u><u>\$ 123,799</u></u>	<u><u>\$ 177,549</u></u>

GENERAL OBLIGATION BOND FUND

	Actual 2022	Est 2023	Budget 2024
Revenue			
Taxes	\$ 44	\$ 105,000	\$ 108,200
Interest	\$ -	\$ -	\$ 500
Transfer In	\$ 110,028	\$ -	\$ -
	<u>\$ 110,072</u>	<u>\$ 105,000</u>	<u>\$ 108,700</u>
Expenditures			
Principal	\$ 100,000	\$ 95,000	\$ 100,000
Interest	\$ 8,933	\$ 8,000	\$ 7,500
Other	\$ 1,095	\$ 2,000	\$ 1,200

	\$ 110,028	\$ 105,000	\$ 108,700
Excess of Revenue Over (Under) Expenditures	\$ 44	\$ -	\$ -
Beginning Fund Balance	\$ -	\$ 44	\$ 44
Ending Fund Balance	\$ 44	\$ 44	\$ 44

NATIONAL SOFTBALL TOURNAMENT FUND

	Actual 2022	Est 2023	Budget 2024
Revenue			
Charges for Services	\$ -	\$ -	\$ -
Fundraising/Donations	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Expenditures			
Wages	\$ -	\$ -	\$ -
Operations	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Excess of Revenue Over (Under) Expenditures	\$ -	\$ -	\$ -
Beginning Fund Balance	\$ 12,341	\$ 12,341	\$ 12,341
Ending Fund Balance	\$ 12,341	\$ 12,341	\$ 12,341

CAPITAL IMPROVEMENT FUND

	Actual 2022	Est 2023	Budget 2024
Revenue			
Taxes	\$ 515,579	\$ 525,000	\$ 582,650

Exclusive Pop Agreement/Vending	\$ 53,633	\$ 51,750	\$ 46,750
Other	\$ 60	\$ -	\$ -
Interest	\$ 7,298	\$ 9,000	\$ 20,000
	<u>\$ 576,570</u>	<u>\$ 585,750</u>	<u>\$ 649,400</u>

Expenditures

Transfer Out	\$ 627,537	\$ 65,400	\$ 65,400
Equipment	\$ 156,566	\$ 83,996	\$ 133,000
Projects	\$ 102,905	\$ 682,351	\$ 423,000
	<u>\$ 887,008</u>	<u>\$ 831,747</u>	<u>\$ 621,400</u>

Excess of Revenue Over (Under) Expenditures	<u>\$ (310,438)</u>	<u>\$ (245,997)</u>	<u>\$ 28,000</u>
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Beginning Fund Balance	<u>\$ 735,612</u>	<u>\$ 425,174</u>	<u>\$ 179,177</u>
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Ending Fund Balance	<u>\$ 425,174</u>	<u>\$ 179,177</u>	<u>\$ 207,177</u>
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RAGING RIVERS FUND

	Actual 2022	Est 2023	Budget 2024
Revenue			
Charges for Services	\$ 623,696	\$ 519,500	\$ 598,850
Concessions	\$ 194,355	\$ 120,500	\$ 156,000
Transfer In	\$ -	\$ -	\$ -
Other	\$ 68,927	\$ 57,100	\$ 57,450
	<u>\$ 886,978</u>	<u>\$ 697,100</u>	<u>\$ 812,300</u>

Expenditures

Wages	\$ 247,841	\$ 265,500	\$ 287,000
Operations	\$ 248,429	\$ 209,200	\$ 208,600
Miscellaneous	\$ 77,568	\$ 48,000	\$ 63,000
Improvements	\$ 16,293	\$ -	\$ -
Transfer Out	\$ 591,162	\$ 270,046	\$ 253,700
	<u>\$ 1,181,293</u>	<u>\$ 792,746</u>	<u>\$ 812,300</u>

Excess of Revenue Over (Under) Expenditures	<u>\$ (294,315)</u>	<u>\$ (95,646)</u>	<u>\$ -</u>
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Beginning Fund Balance	<u>\$ 729,613</u>	<u>\$ 435,298</u>	<u>\$ 339,652</u>
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Ending Fund Balance	\$	435,298	\$	339,652	\$	339,652
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REFUNDING IMPROVEMENT BONDS 2021 FUND

	Actual 2022	Est 2023	Budget 2024
Revenue			
Bond Proceeds	\$ -	\$ -	\$ -
Transfer In	\$ 255,825	\$ 250,000	\$ 253,700
	<u>\$ 255,825</u>	<u>\$ 250,000</u>	<u>\$ 253,700</u>
Expenditures			
Principal	\$ 250,000	\$ 245,000	\$ 250,000
Interest	\$ 4,730	\$ 3,740	\$ 2,450
Fees & Charges	\$ 1,095	\$ 1,260	\$ 1,250
	<u>\$ 255,825</u>	<u>\$ 250,000</u>	<u>\$ 253,700</u>
Excess of Revenue Over (Under) Expenditures	\$ -	\$ -	\$ -
Beginning Fund Balance	\$ -	\$ -	\$ -
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FLEX SPENDING ACCOUNT FUND

	Actual 2022	Est 2023	Budget 2024
Revenue			
Pre-tax Contributions		\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures			
Bank Fees	\$ -	\$ -	\$ -
Health Care Expenses	\$ 560	\$ -	\$ -
Transfer Out	\$ 3,965	\$ -	\$ -
	<u>\$ 4,524</u>	<u>\$ -</u>	<u>\$ -</u>

Excess of Revenue Over (Under) Expenditures	\$ (4,524)	\$ -	\$ -
Beginning Fund Balance	\$ 4,524	\$ -	\$ -
Ending Fund Balance	\$ -	\$ -	\$ -

PARK FACILITIES REV BONDS 2023

	Actual 2022	Est 2023	Budget 2024
Revenue			
Transfers In	\$ -	\$ 22,318	\$ 134,600
	\$ -	\$ 22,318	\$ 134,600
Expenditures			
Principal	\$ -	\$ -	\$ 55,000
Interest		\$ 21,318	\$ 78,100
Service Charges	\$ -	\$ 1,000	\$ 1,500
	\$ -	\$ 22,318	\$ 134,600
Excess of Revenue Over (Under) Expenditures	\$ -	\$ -	\$ -
Beginning Fund Balance	\$ -	\$ -	\$ -
Ending Fund Balance	\$ -	\$ -	\$ -

CONSTRUCTION FUND

	Actual 2022	Est 2023	Budget 2024
Revenue			
Other	\$ 634,103	\$ 236,388	\$ -
Donations	\$ 3,160,924	\$ 1,912,150	\$ 416,150
Bond/Loan Proceeds	\$ 6,000,000	\$ 1,811,788	\$ -
Transfer In	\$ 2,853,743	\$ 195,571	\$ -
	<u>\$ 12,648,770</u>	<u>\$ 4,155,896</u>	<u>\$ 416,150</u>
Expenditures			
Engineering & Planning	\$ 568,749	\$ 256,231	\$ -
Improvements	\$ 8,068,499	\$ 5,095,338	\$ -
Other	\$ 71,933	\$ 68,325	\$ 26,150
Transfer Out	\$ -	\$ 1,768,429	\$ 359,500
	<u>\$ 8,709,181</u>	<u>\$ 7,188,323</u>	<u>\$ 385,650</u>
Excess of Revenue Over (Under) Expenditures	<u>\$ 3,939,589</u>	<u>\$ (3,032,427)</u>	<u>\$ 30,500</u>
Beginning Fund Balance	<u>\$ 375,401</u>	<u>\$ 4,314,990</u>	<u>\$ 1,282,563</u>
Ending Fund Balance	<u><u>\$ 4,314,990</u></u>	<u><u>\$ 1,282,563</u></u>	<u><u>\$ 1,313,063</u></u>

VISION FUND

	Actual 2022	Est 2023	Budget 2024
Revenue			
Pledges/Donations	\$ -	\$ 62,500	\$ 37,500
Other	\$ 2,200	\$ -	\$ 15,500
Transfer In	\$ 150,000	\$ 100,000	\$ 150,000
	<u>\$ 152,200</u>	<u>\$ 162,500</u>	<u>\$ 203,000</u>
Expenditures			
Engineering & Planning	\$ -	\$ -	\$ -
Improvements	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Excess of Revenue Over (Under) Expenditures	\$	152,200	\$	162,500	\$	203,000
Beginning Fund Balance	\$	722,517	\$	874,717	\$	1,037,217
Ending Fund Balance	\$	874,717	\$	1,037,217	\$	1,240,217
Health Insurance premiums – Est. 5% increase						

Accounting Manger Welch presented the general fund five-year projections that includes 2024 budget requests, debt service and capital outlay items. The desired fund balance is 35% of the general fund expenses.

Motion by Commissioner Froehlich and seconded by Vice President Mehlhoff to approve the 2024 preliminary budget, accepting the valuation increase and setting the public hearing date for September 11, 2022. Motion passes 5-0.

6) Special Assessment Summary to the board summarizes the need to reallocate mills from the general fund to the special assessment fund to avoid a tax increase in mills. For 2024 special assessment payments are \$246,300 and \$108,567.45 for the GO Bond for the refinancing of the southside assessment. New assessments are the 19th Street Trail, Plainview Str Improvement, 16th Street and Tennis Center parking lot, and two street improvement districts. Director Higlin mentioned that Memorial Highway assessment will be a large assessment due to DCP and Prairie West GC falling within the corridor.

7) Debt Service and construction summary- Debt limit for the Park District is \$12,426,204 and we currently have \$5,815,919 of debt from the rodeo arena and tennis center. The rodeo arena debt is 100% from pledges and tennis center is paid for by the lease to the Porter family. We have a revolving five-year equipment loan that currently is \$300,000. We would like to increase that to \$400,000 since the cost of equipment has increased and include other departments as part of the loan. The new loan would start in 2025.

Tennis Center is a lease to the Porter Family with a non-termination clause for 7 more years. We currently collect \$402,783 in pledges that will be restricted for the following items:

1. \$100,000 is restricted to the vision fund for depreciation of the dome.
2. \$302,783 for building repairs and maintenance and one lease payment if funds are available in June of each year.

The Rodeo Committee has raised more funds than needed to complete phase 1. Total construction costs are \$3.2 million and additional concrete and crow's nest items will be added. We met last week to recap the 4th of July event and are getting estimates for widening the sidewalks behind the grandstands, pads for porta potties, sidewalk for food truck area, and adding concrete to the east of the pavilion. We will present these cost estimates for approval at the August 14 board meeting.

Director Higlin is recommending that we use \$1 million of additional pledge dollars collected to pay down the principal on the rodeo loan. We currently have a payment due of \$321,668,69 and add the \$1 million of additional pledge funds to pay off the debt in three years instead of seven years. President Meschke asked that we table paying off extra principal until we have the costs for the add on for concrete and crow's nest at our August 14 board meeting.

Director Higlin showed the board a picture of phase 2 adding suites on top of the chutes. The board agreed that we need to pay off the existing loan and address permanent bathrooms for the facility. Director Higlin stated that he will bring a cost estimate for additional concrete and a concept plan of proposed bathrooms. If the rodeo committee wants to proceed with suites, the rodeo committee can take out a loan for the suites and proceed accordingly. The priority for the park district is bathrooms and concrete for the patrons.

Director Higlin stated that the building for the Park Operations will not be delivered until Oct. 1, 2023. This will set us back to getting the project completed by the end of the year. Raging Rivers renovation has been a success for concessions and access for the patrons. We received all the \$541,750 ARPA grant from the state.

9) Director Higlin reviewed the 2024 - 2026 Strategic Plan and addressed the items that we need to complete this year. Overall, we have taken on a lot this year and look forward to 2024 with items not completed as a priority. Director Higlin presented the new Capital Improvement Plan with tabs for each department to add their equipment, playgrounds, and facilities to track improvements and replacement dates for everything that will tie back to the CIP.

10) Sales tax: Accounting Manager Welch reviewed the sales payment schedule which shows that we have paid off the A-T and B bonds. We only have the "A" bond remaining and we are estimating putting an additional \$1 million on the principal each year. The bond was projected to be paid off by 2041 and we are estimated a pay off in 2031 or earlier.

11) New High School Pool- Director Higlin stated that we have had preliminary discussion with Dr. Bitz about contributing to the indoor pool at the new high school for \$ 2 million over 20 yrs. The proposed pool is only a 25-meter pool compared to the 50-meter pool today. Programming will be a concern for the Park District along with the amenities needed for the public to enjoy. Discussion on providing a splash pad or a smaller pool in the community for swimming lessons and the benefits of that vs. an indoor pool. The board was not supportive of contributing to the high school pool and wants to consider an outdoor pool in the future or at Raging Rivers. The placemaking study for the existing high school site has public input for a public pool that we can consider. No action was taken.

12) All Seasons Arena-Director Higlin presented the placemaking study showing the different concepts for roads, trails, and greenways for the site along with multi-purpose housing. The concern is special assessments to the Park District and funding for the entire concept. Director Higlin stated that he has funds in the 2024 budget for replating the ASA site and the future pool or parking will need to be considered.

13) PWGC maintenance shop- Director Higlin stated in 2022 we transferred \$150,000 to the vision fund for a future maintenance building. In 2023 and 2024 that is also the plan which will leave us with \$450,000 to pay for half the building in cash. We would like to start planning in the fall of 2024 with design and bid the project in winter of 2025 with constructions starting in the spring of 2025. We would finance the difference with golf proceeds generated by fees.

PGA Instructor- Commissioner Scott talked about the need to consider a PGA instructor and that we will present it at a future portfolio meeting and determine the pros and cons associated with our existing instructors and how that will impact the range operations today.

14) Roughrider Park-Director Higlin stated that we have \$100,000 set aside for Roughrider Park in the 2024 budget. The green space currently has an outdated tennis court/basketball court and small swing set and play animals. We would like to have a public hearing on the improvements and determine the best direction with public input. Director Higlin said that we have another tract of property in the development that he would like to sell and use the proceeds towards the park improvements. Director Higlin will have a public meeting dates set up prior to our August meeting.

15) Faris Field and Youth Baseball Complex- Director Higlin stated that September 4 will be the start of the Farid Field dirt work and baseball complex will be bid this fall.

16) Memorial Hwy-Director Higlin stated that Memorial Hwy reconstruction will have a 10' trail on the Southside of the road. Director Higlin has stated many times in meetings and public comments that the Park District is not interested in maintaining the trail and that we do not have a maintenance agreement with the city. The concern is snow removal on the right of way, we have no where to blow or push the snow and adjacent property owners have parking lots in the right of way. As this project progresses, we need to support that they park district is not responsible for trail maintenance.

17) Boat Ramp- Director Higlin stated that we received \$800,000 for a boat ramp at Carbodies area from the State of ND and assistance from Representative Porter. Director Higlin met with the city and county requesting funds to match the \$800,000. The city has supported the project and the park district would need to make a request from the Visitors Fund. The county has met and supported the project; however, they may need to make payments over three or five years. Motion by Commissioner Scott and seconded by Commissioner Mudder to start the process of securing funding from the county and city along with a scope of services from AE2S for our August 14 board meeting.

18) Soccer Complex- Director Higlin stated that we met with Nathan Toman and Kyren Miller about expanding youth soccer fields. Discussion was held on moving the youth to the east side and relocating high school soccer to the Starion Sports Complex. This would eliminate the need to acquire additional land or expand to the west and impacting the parking needs of all the events at DCP. Dave Frueh will start the discussions and develop a plan of action to determine what is in the best interest of all groups impacted.

19) Portfolio Update-Director Higlin updated the board on the staff restructuring and adding that now we have split facilities and maintenance apart we need to add this to the portfolio. Director Higlin recommends that we designate Commissioner Mehlhoff the Facilities Portfolio since we have an election in June of 2024 and will reorganize at that time. Motion by Commissioner Mudder and seconded by Commissioner Froehlich to appoint Commissioner Mehlhoff the Facilities' Portfolio.

20) Other items for discussion?

- Parking at DCP- Commissioner Mudder asked if we could use the autonomous painter to assist with painting lines for the rodeo in the grass areas to improve parking. Director Higlin will discuss with Park Operations Fleck and the Rodeo Committee how we can improve the coordination of parking in the grass areas.
- Property Tax abolishment- Director Higlin presented the proposed ballot measure abolishing property taxes and limiting increases annually of 2.5%.

Motion to adjourn at 7:25pm by Commissioner Mudder and seconded by Commissioner Froehlich.

Cole Higlin

Cole Higlin
Clerk, Mandan Park District

Wade Meschke

Wade Meschke
Park Board President










2023 annual budget retreat minutes

Final Audit Report

2023-08-15

Created:	2023-08-15
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAANp7m_QRVCKwguJTawkl89Z-wbsvXDg_b

"2023 annual budget retreat minutes" History

-  Document created by Kelly Churchill (kchurchill@mandanparks.com)
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-  Document emailed to wade.meschke@msd1.org for signature
2023-08-15 - 4:22:17 PM GMT
-  Email viewed by wade.meschke@msd1.org
2023-08-15 - 4:22:23 PM GMT- IP address: 40.94.20.126
-  Signer wade.meschke@msd1.org entered name at signing as Wade Meschke
2023-08-15 - 4:30:00 PM GMT- IP address: 165.234.101.99
-  Document e-signed by Wade Meschke (wade.meschke@msd1.org)
Signature Date: 2023-08-15 - 4:30:02 PM GMT - Time Source: server- IP address: 165.234.101.99
-  Document emailed to cole higlin (chiglin@mandanparks.com) for signature
2023-08-15 - 4:30:03 PM GMT
-  Email viewed by cole higlin (chiglin@mandanparks.com)
2023-08-15 - 4:30:19 PM GMT- IP address: 104.47.74.126
-  Document e-signed by cole higlin (chiglin@mandanparks.com)
Signature Date: 2023-08-15 - 4:30:28 PM GMT - Time Source: server- IP address: 96.3.192.114
-  Agreement completed.
2023-08-15 - 4:30:28 PM GMT