

Mandan Park District  
Board Meeting Minutes  
July 10, 2023

The Board of Park Commissioners duly met on Monday, July 10, 2023, at City Hall, 205 2<sup>nd</sup> Ave NW in the Bosch Froelich room.

**Attendees:**

Park Commissioners: VP Miles Mehlhoff, Jen Froehlich, and Layn Mudder.

Park District Staff present: Cole Higlin and Teri Welch.

Legal Council:

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

**Public Communication:** No one appeared.

**Minutes:** Motion by Commissioner Mudder and seconded by Commissioner Froehlich to approve the June 12, 2023, regular meeting minutes. Motion passes 3-0.

**Item #1** Mike Manstrom from Colliers presented the sale of the bonds for the Park Operations Maintenance Building in the amount of \$1.845 million. The Net Interest Cost which includes costs of issuance is 4.61% with a 20-year term and is callable in seven years. The first seven years interest rate is 3.8%. Payments will be twice a year with principal and interest due in May and interest due in November. Motion by Commissioner Mudder and seconded by Commissioner Froehlich to approve the resolution authorizing the issuance of Park Facilities Gross Revenue Bonds, Series 2023 in the amount of \$1.845 million. Motion passes 3-0.

**Item # 2:** Pete Carlson from Haga Kommer CPAs presented the 2022 financial audit for the Mandan Park District. Haga Kommer audited the financial statements of the governmental activities, business type activities, the discretely presented component unit, (the Foundation) each major fund, and the aggregate remaining fund information of the Mandan Park District for the year ended December 31, 2022 and issued a clean opinion. Motion by Commissioner Froehlich and seconded by Commissioner Mudder to approve the 2022 audit report. Motion passes 3-0.

**Item 3:** Director Higlin updated the board on the sanitary sewer line by the Park Operation Maintenance construction site with Mr. Fasching and Mr. Gartner. Both landowners have entered into an agreement with Bowers Excavating to relocate the line at their expense. The work will happen when backfilling of the site occurs within the next couple of weeks. We plan on giving Mr. Fasching and Mr. Gartner 48-hour notice before the line is capped and relocated. Director Higlin stated that recent rain has slowed the foundation walls installation and currently we are only 40% completed at this time.

**Commissioner/Staff reports:**

Director Higlin asked if any additional items need to be added to the retreat agenda to please let him know by Thursday to give enough time to prepare. The retreat starts at 4:30pm on July 17, 2023.

Commissioner Mudder offered praise to Park Operations and the Rodeo Committee for the 4<sup>th</sup> of July Rodeo in the new arena. Director Higlin stated that all parties involved had a recap meeting on the facility and will add additional concrete and crow's nest amenities to address minor issues that developed during the first rodeo for the new facility.

Motion by Commissioner Mudder and seconded by Commissioner Froehlich to approve monthly bills as presented. Motion passes 3-0.

## \*Check Summary Register

### 11000 STARION FINANCIAL

|       |                             |           |                |  |
|-------|-----------------------------|-----------|----------------|--|
| 44987 | ADVANCED ENGINEERING AND    | 7/11/2023 | \$1,140.00     | Boat Ramp Study                              |
| 44988 | AGASSIZ                     | 7/11/2023 | \$900.00       | Fertilizer - SSC                             |
| 44989 | ALYEA, CODY                 | 7/11/2023 | \$146.76       | Jan Thru June Cell Phone Reimbursement -     |
| 44990 | AMERICAN RESURFACING INC.   | 7/11/2023 | \$2,520.00     | McClelland Property Sidewalk                 |
| 44991 | ANYTIME WORKS               | 7/11/2023 | \$5,100.00     | Rodeo Pavillion Soffit and Backing, Fascia   |
| 44992 | AVI SYSTEMS                 | 7/11/2023 | \$3,803.39     | SSC Camera Renovation                        |
| 44993 | BERGSTROM ELECTRIC INC      | 7/11/2023 | \$5,599.30     | RR Interior Renovation Electrical Pay App #7 |
| 44994 | BISMARCK LUMBER             | 7/11/2023 | \$10,820.34    | Rodeo Pavillion Soffit                       |
| 44995 | BOWERS EXCAVATING, LLC      | 7/11/2023 | \$23,535.00    | Community Gardens Street Patch, Tapping      |
| 44996 | BSN SPORTS                  | 7/11/2023 | \$116.64       | Baseball Pants                               |
| 44997 | BULLINGER TREE SERVICE      | 7/11/2023 | \$375.00       | Remove Broken Limb at Rodeo Arena            |
| 44998 | CAPITAL CITY CONSTRUCTION   | 7/11/2023 | \$126,369.00   | Park Maintenance Building General            |
| 44999 | CITY OF MANDAN              | 7/11/2023 | \$3,115.80     | May Unleaded and Diesel - RR                 |
| 45000 | CLASSY CAKES                | 7/11/2023 | \$2,856.00     | RR Cookie Dough                              |
| 45001 | DAKOTA FIRE STATION         | 7/11/2023 | \$152.00       | ASA Annual Inspection                        |
| 45002 | DIRK PLUMBING & HEATING INC | 7/11/2023 | \$7,068.46     | RR Catch Pool Repair                         |
| 45003 | EAST SIDE JERSEY DAIRY INC. | 7/11/2023 | \$881.46       | SMAC Milk                                    |
| 45004 | ELECTRIC SYSTEMS INC        | 7/11/2023 | \$285.00       | Locate RR Waterline Break                    |
| 45005 | FARSTAD OIL INC             | 7/11/2023 | \$2,168.75     | Diesel Fuel - SSC                            |
| 45006 | FETZER ELECTRIC             | 7/11/2023 | \$431.98       | Replaced Lights SSC                          |
| 45007 | FLADELAND MECHANICAL, INC.  | 7/11/2023 | \$20,520.00    | Park Maintenance Building Mechanical Pay     |
| 45008 | DUSTIN FLECK                | 7/11/2023 | \$270.00       | Reimbursement for Fuel Tank                  |
| 45009 | FRUEH, DAVE                 | 7/11/2023 | \$102.18       | June Mileage Reimbursement - Rec             |
| 45010 | HAWKINS INC                 | 7/11/2023 | \$4,400.19     | RR Pool Chemicals                            |
| 45011 | HIRSHFIELDS                 | 7/11/2023 | \$4,957.20     | White Field Chalk - Parks                    |
| 45012 | ICON ARCHITECTURAL GROUP    | 7/11/2023 | \$9,298.40     | Park Maintenance Building Design Fees        |
| 45013 | JOHS, CASEY                 | 7/11/2023 | \$107.42       | June Mileage Reimbursement - Rec             |
| 45014 | JT INFLATABLE GAMES         | 7/11/2023 | \$450.00       | Waterslide for RR Soda & Sun Event           |
| 45015 | KK BOLD                     | 7/11/2023 | \$30.00        | Website Design                               |
| 45016 | L & H ELECTRIC              | 7/11/2023 | \$7,851.66     | Park Maintenance Building Electrical Pay     |
| 45017 | MANN SIGNS INC              | 7/11/2023 | \$28,705.00    | Sign Park Shop                               |
| 45018 | MTI DISTRIBUTING INC        | 7/11/2023 | \$83,996.00    | Toro Rough Mower PW                          |
| 45019 | NORTHERN TROPHY &           | 7/11/2023 | \$1,912.00     | Youth Track Shirts                           |
| 45020 | NORTHWEST CONTRACTING       | 7/11/2023 | \$490,944.73   | MTC Contractor Pay App #7 (Final)            |
| 45021 | NRG TECHNOLOGY SERVICES     | 7/11/2023 | \$2,389.58     | July I.T. Service - Admin                    |
| 45022 | OTTER CREEK CONSTRUCTION    | 7/11/2023 | \$2,600.00     | Rodeo Arena Ticket Booth Interior Finish     |
| 45023 | PLAISTED COMPANIES INC      | 7/11/2023 | \$3,286.90     | Sand & Peat Mix PW                           |
| 45024 | PRAIRIE VIEW LANDSCAPING    | 7/11/2023 | \$19,945.83    | Rodeo Arena Landscaping                      |
| 45025 | PROS CONSULTING INC         | 7/11/2023 | \$16,857.06    | Pro's Consulting Maintenance Assessment      |
| 45026 | RED RIVER REFRIGERATION     | 7/11/2023 | \$546.20       | SSC Ammonia Leak                             |
| 45027 | RIVARDS TURF AND FORAGE     | 7/11/2023 | \$576.57       | Grass Seed MM                                |
| 45028 | ROTO ROOTER SEWER & DRAIN   | 7/11/2023 | \$325.00       | Identify Sewer Line for new Park Operations  |
| 45029 | SAMPSON CARPENTRY, LLC      | 7/11/2023 | \$2,812.20     | Seal Wood at Rodeo Arena Pavillion, Ticket   |
| 45030 | NICOLE SCHERR               | 7/11/2023 | \$62.88        | June Mileage Reimbursement - SMAC            |
| 45031 | SPIFFY BIFFS                | 7/11/2023 | \$843.00       | Portable Restrooms - Rodeo Grand Opening     |
| 45032 | SPORTSTURF IRRIGATION       | 7/11/2023 | \$1,397.00     | Irrigation Parts MM                          |
| 45033 | STARION INSURANCE           | 7/11/2023 | \$79,227.00    | 2023-2024 Property Renewal                   |
| 45034 | STUCKSOLID GRAPHICS         | 7/11/2023 | \$200.00       | May RR Sign Rental                           |
| 45035 | BISMARCK TRIBUNE            | 7/11/2023 | \$132.80       | Soccer Well Application Permit               |
| 45036 | THE PRINTERS INC            | 7/11/2023 | \$1,113.00     | Match Play Bracket Poster PW                 |
| 45037 | THOMAS, KELLY               | 7/11/2023 | \$50.00        | June Cell Phone Reimbursement - Admin        |
| 45038 | US FOOD SERVICE             | 7/11/2023 | \$24,498.90    | SMAC Food                                    |
| 45039 | US POSTMASTER               | 7/11/2023 | \$198.00       | Postage Stamps for Admin Office              |
| 45040 | VERSATILE VEHICLES, INC.    | 7/11/2023 | \$46.75        | Irrigation Switch PW                         |
| 45041 | WARRENS LOCKS AND KEYS      | 7/11/2023 | \$569.00       | 5 Keys - Tyra RR                             |
| 45042 | WATSON, TYRA                | 7/11/2023 | \$150.00       | March Cell Phone Reimbursement - RR          |
| 45043 | WESTERENG, JOHN             | 7/11/2023 | \$40.00        | May Cell Phone Reimbursement - MM            |
| 45044 | WESTERN EDGE ELECTRIC, INC  | 7/11/2023 | \$136,857.95   | Rodeo Arena Electrical Pay App #8            |
| 45045 | WEBERS GOLF SHOP LLC        | 7/15/2023 | \$39,157.90    | Credit Card Fees - 40% Beer Sales - PW       |
| 45046 | DAKOTA FIRE STATION INC     | 7/18/2023 | \$413.65       | Fire Extinguisher Inspection                 |
|       | Total Checks                |           | \$1,185,226.83 |  |
|       | Starion Credit Cards        |           | \$ 39,662.57   |  |
|       | 07/07/23 Payroll            |           | \$181,960.43   |  |
|       | 07/21/23 Payroll            |           | \$191,291.81   |  |

The motion to adjourn the meeting was at approximately 5:47pm. Motion made by Commissioner Mudder and seconded by Commissioner Froehlich; Motion passes 3-0.

*Cole Higlin*

Cole Higlin  
Clerk, Mandan Park District

*Wade Meschke*

Wade Meschke










# July 10 2023 minutes

Final Audit Report

2023-08-15

|                 |  |
|-----------------|--|
| Created:        | 2023-08-15                                   |
| By:             | Kelly Churchill (kchurchill@mandanparks.com) |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAw4vhl6S7TLuqkOI1Ws2YksLTwPdnRu   |

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