

Mandan Park District
Board Meeting Minutes
January 8, 2024

The Board of Park Commissioners duly met on Monday, January 8, 2024, at City Hall, 205 2nd Ave NW in the Bosch Froelich room.

Attendees:

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

Park District Staff present: Cole Higlin, Teri Welch, Garrett Schultz, and Dustin Fleck.

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

Additions or deletions to the agenda: Director Higlin requested to table the golf cart bids to allow additional time to research additional financing options. The bids are good for 30 days and I anticipate a special meeting within the week. Director Higlin also requests adding a bill to the monthly bills to HR Services in the amount of \$262.50.

Public Communication: No one appeared.

Minutes: Motion by Commissioner Froehlich and seconded by Commissioner Mudder to approve the December 11, 2023, regular meeting minutes. Motion passes 5-0.

Item #1: Director Higlin presented the golf and park equipment bids for 2025. Director Higlin stated that in order to receive the equipment by spring of 2025 we needed to bid it out earlier than normal. Director Higlin stated that previously we allocated \$300,000 every five years for equipment replacement. This year we increased the amount to \$400,000 due to inflation and covid related increases.

We received the following bids:

Golf requested the following items:

• Large Area Reel Fairway Mower-	\$94,065.00
• Riding Greens Mower	\$59,372.93
• Turf Utility Vehicle	\$32,603.83
• Green/Turf Roller	<u>\$16,812.90</u>
	\$202,854.66

Park requested the following items:

• Large Area Mower 10' or greater	\$111,789.44
○ Trade in 2020 Toro 4110	\$ (20,000)
• Front Rotary Mower (7' or greater)	\$25,192.13
• Utility Vehicle	\$11,266.65
• (2) Bobcat Toolcat 5600	\$160,000
Trading in (2) toolcats	<u>\$(90,000)</u>
	\$198,248.22

Grand Total: \$401,102.88

Motion by Commissioner Scott and seconded by Commissioner Mudder to approve MTI Distributing- \$319,836.23, Van Wall Equipment- \$11,266.65, and Bobcat of Mandan-\$70,000. Motion passes 5-0.

Item # 2. Accounting Manager Welch requested approval to transfer \$372,511 from capital outlay 2023 budget to the 2024 budget. Motion by Commissioner Mudder and seconded by Commissioner Froehlich to approve the transfer of \$372,511 to the 2024 budget. Motion passes 5-0.

Item # 3: Accounting Manager Welch stated that every even year we are required by NDCC 21-04-13 to approve the park district designated depositories. Motion by Commissioner Mudder and seconded by Commissioner Scott to approve the following banking institutions: Starion Bank, Dakota Community Bank & Trust, BNC Bank, First International Bank, and Bravera Bank. Motion passes 5-0.

Item # 4: Director Higlin updated the board on the status of the boat ramp project. Director Higlin stated that the Army Corp of Engineers designated their area of jurisdiction which was highlighted in red on the map. The areas are the drainage ditch and area of the concrete ramp that is below the sovereign's water line. We have a Teams meeting scheduled for Friday to discuss our application for the 408 permits.

Item 5: Director Higlin presented the 2024-2026 Strategic Plan for approval as presented. Director Higlin stated that we use our surveys, staff input, and Commissioner input to help drive our rolling strategic plan. Motion by Commissioner Scott and seconded by Commissioner Froehlich to approve the 2024 – 2026 Strategic Plan. Motion passes 5-0.

Commissioner/Staff reports:

Motion by Commissioner Mehlhoff and seconded by Commissioner Scott to approve monthly bills including the additional bill of HR Services in the amount of \$262.50. Motion passes 5-0.

***Check Summary Register**

11000 STARION FINANCIAL

45329	ADVANCED BUSINESS METHOD	1/9/2024	\$238.65	Jan Copier Maintenance Fee: Admin
45330	ADVANCED ENGINEERING AND	1/9/2024	\$4,639.69	Boat Ramp Prelim Design
45331	ADVANCED MECHANICAL	1/9/2024	\$37,700.00	HVAC Improvements: PW Clubhouse
45332	CAPITAL CITY CONSTRUCTION	1/9/2024	\$61,134.00	Payment App #9: Park Operation Building -
45333	CARLSON & STEWART	1/9/2024	\$7,703.58	Replace Valves: SSC
45334	CENTRAL MECHANICAL INC	1/9/2024	\$9,754.83	Service for Roof Top Unit: SSC
45335	CITY OF MANDAN	1/9/2024	\$2,500.00	Joint Marketing Program for 2024 Calendars:
45336	COLLIERS SECURITIES LLC	1/9/2024	\$300.00	Continuing Disclosure Services through Dec
45337	DAKTRONICS	1/9/2024	\$600.00	Basketball Scoreboard: ASA
45338	DIRK PLUMBING & HEATING INC	1/9/2024	\$1,714.72	Sensor, Igniter, Flue Temp Cap, and Boiler
45339	DOBIER, DAVID	1/9/2024	\$600.00	January - December 2023 Cellphone
45340	ELECTRIC SYSTEMS INC	1/9/2024	\$5,663.85	Wire New Gas Pumps: SSC
45341	ELECTRO WATCHMAN INC	1/9/2024	\$180.00	Annual Fire Inspection: ASA
45342	FRUEH, DAVE	1/9/2024	\$149.34	December 2023 Mileage Reimb: SSC
45343	GOALROBBER HOCKEY	1/9/2024	\$258.00	AnchorPegs: SSC
45344	HAGA KOMMER CPAS	1/9/2024	\$1,400.00	Retained Fees for 2022 Audit: Admin
45345	HR SERVICES	1/9/2024	\$262.50	HR Services, ACA Reporting, Salary Review:
45346	JACOBSMEYER, SIERRA	1/9/2024	\$142.15	11/27/23 - 12/22/23 Mileage Reimbursement:
45347	L & H ELECTRIC	1/9/2024	\$6,818.22	Park Operations Building - Electrical Pay App
45348	MANN SIGNS INC	1/9/2024	\$1,455.00	Mandan Tennis Center Sponsor Signs
45349	MORTON COUNTY TREASURER	1/9/2024	\$191,408.82	2023 Special Assessments - Principal
45350	ND RECREATION & PARK	1/9/2024	\$1,208.00	2024 NDPRA Membership Dues: Admin
45351	ND SEWAGE PUMP LIFT STATION	1/9/2024	\$1,837.50	#1 Pump Repair: RR
45352	NRG TECHNOLOGY SERVICES	1/9/2024	\$2,522.79	Dell Computer for Cody: Parks
45353	OLSON, ALYSSA	1/9/2024	\$30.86	Program Supplies Reimbursement: MAC
45354	PACK, ANDY	1/9/2024	\$160.00	Jul-Oct 2023 Cellphone Reimbursement:
45355	PETTY CASH	1/9/2024	\$100.00	Prizes for Golden Age Winter Daze Event
45356	PRAIRIE ENGINEERING PC	1/9/2024	\$750.00	Memorial Ballpark Lighting Upgrades
45357	PREBLE MEDICAL SERVICES	1/9/2024	\$150.00	Pre-employment Screenings: Benefits
45358	RIEPL, TYRA	1/9/2024	\$65.07	Septemeber through December 2023 Mileage
45359	SAMPSON CARPENTRY, LLC	1/9/2024	\$12,894.56	Addition to West Side of Crows Nest Rodeo
45360	SEEFRIED, DAVID	1/9/2024	\$124.65	June - November 2023 Cellphone
45361	THOMAS, KELLY	1/9/2024	\$79.08	November 2023 Cellphone Reimbursement:
45362	TRANSTRASH	1/9/2024	\$590.00	November 2023 Garbage Park Shop
45363	TURF TANK	1/9/2024	\$11,000.00	GPS Paint Robot + Software: Admin Capital
45364	US POSTMASTER	1/9/2024	\$1,000.00	Postage Stamps: Admin
45365	VERMONT SYSTEMS INC	1/9/2024	\$9,405.94	VSI Recreation software annual fees: Admin
45366	VOGEL, JODI	1/9/2024	\$700.00	December Office Cleaning: Admin
45367	WARRENS LOCKS AND KEYS	1/9/2024	\$108.00	Service Call Rekey: SSC
45368	WESTERENG, JOHN	1/9/2024	\$40.00	November 2023 Cellphone Reimbursement: PW

Total Checks	\$377,389.80
Credit Cards	\$12,465.85
1/5/24 Payroll	\$79,985.27
1/19/24 Payroll	\$92,396.89

The motion to adjourn the meeting was at approximately 5:55pm. Motion made by Commissioner Mudder and seconded by Commissioner Scott. Motion passes 5-0.

Cole Higlin

Cole Higlin
Clerk, Mandan Park District

Wade Meschke

Wade Meschke
Park Board President










January 8 2024 board minutes

Final Audit Report

2024-02-15

Created:	2024-02-15
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0b6jtYSvV4LNLr7dIQXEVOB0UdDmHqcx

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