

Mandan Park District
Board Meeting Minutes
February 10, 2025

The Board of Park Commissioners met on Monday, February 10, 2025, 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, and Jen Froehlich.

Park District Staff present: Cole Higlin, Teri Welch, Kelly Thomas and Garrett Schultz

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

Additions or deletions to the agenda: None

Public Communication: None

Minutes: Motion by Commissioner Scott and seconded by Commissioner Froehlich to approve the January 13, 2025, regular meeting minutes. Motion passes 4-0.

Item #1: Executive Director Higlin provided an overview of the memorandum of understanding between Lower Heart Water Resource District (LHWRD) and the Park District for clarification for responsibilities and duties regarding repair of the levee adjacent to Mandan Municipal Golf Course to construct a "Toe Trench" system. Executive Director Higlin stated that golf staff would like to construct a new green between hole # 6 tee box and # 7 green in 2025. Dennis Reep, HDR Engineering, stated that the Park District would need to make a motion for LHWRD to apply to ND State Water Commission which has a 60/40 funding scenario. Executive Director Higlin asked if the local 40% is eligible for reimbursement from LHWRD levee improvements. Bill Robinson, LHWRD Board President, stated that it is our intent to reimburse the Park District. Attorney Ruff provided an overview of the MOU with recent language added by HDR Engineering. President Meschke requested Golf Operations Manager Schultz to complete the cost estimate to meet the February 24 deadline. This will allow the Park District to know if we will be awarded funding prior to the spring golf season. Motion by Commissioner Scott and seconded by Commissioner Mehlhoff to approve the MOU as presented and to direct LHWRD to apply for funding to construct a new green in 2025 with the local share to be reimbursed by LHWRD. Motion passes 4-0.

Item # 2 Community Engagement Manager Thomas stated that we received five grant applications, and the Foundation Board Members ranked and recommend awarding the following grant applications:

1. Mandan Soccer Club: \$2,500 for new soccer goals
2. Dakota Star Gymnastics: \$2,500 for new safety foam cubes for the pit.
3. Mandan Horse & Saddle Club: \$2,000 for portable enclosed structure behind bucking chutes.

Motion by Commissioner Froehlich and seconded by Commissioner Mehlhoff to approve matching grant requests as recommended by the Foundation Board. Motion passes 4-0.

Item 3: Accounting Manager Welch requested approval for the following:

- A Cash Transfer \$340,000 from Prairie West Golf Course and \$160,000 from Municipal Golf Course 2024 golf season to the Vision Fund to increase our cash balance for the new Golf Operations Maintenance Building.
- Amend the General Fund in the amount of \$140,098.69, Raging Rivers in the amount of \$90,564.50, and Capital Improvement Fund in the amount of \$26,757.61 for expenditures exceeding budget for the 2024 fiscal year. All of these funds have revenue to offset the increase in expenditures.
- Budget Transfers from 2024 to 2025 for approved projects that were not complete at the end of 2024:
 - Youth Baseball Complex Project: expenses in the amount of \$429,570.99 and \$413,070.99 in revenue from the Mandan Baseball Club
 - Boat Ramp Project: expenses are amount of \$25,747.06 for engineering services, \$247,871.48 for project improvements, and \$136,309.26 in revenue from State Sovereign Land Grant.

Motion by Commissioner Mehlhoff and seconded by Commissioner Scott to approve the 2024 budget amendments and transfers as presented. Motion passes 4-0.

Item 4: Motion by Commissioner Mehlhoff and seconded by Commissioner Froehlich to approve the monthly bills. Motion passes 4-0.

45999 ADMIN	ADVANCED BUSINESS	2/11/2025	\$252.37	MONTHLY COPIER MAINTENANCE-
46000 ADMIN	ADVANCED ENGINEERING	2/11/2025	\$1,586.50	BOAT RAMP CONSTRUCTION-
46001 INSURANCE-	BABE RUTH LEAGUE	2/11/2025	\$200.00	2025 BABE RUTH STATE
46002	BIG O TIRES	2/11/2025	\$6,400.03	TIRES FOR WHEEL LOADER - PARKS
46003	BSN SPORTS LLC	2/11/2025	\$6,310.00	1 PAIR - 4 INCH STADIUM SOCCER
46004	C S DOORS INC	2/11/2025	\$1,430.01	NEW DOOR 6 , PANEL, CABLES - INS
46005 TRIPPED-	CENTRAL MECHANICAL INC	2/11/2025	\$13,275.00	SERVICE CALL- MAKE UP AIR
46006	CHIEF CONSTUCTION INC.	2/11/2025	\$337.50	MOVED 3 TREES - MANDAN RODEO
46007	CURTIS RUD OIL COMPANY	2/11/2025	\$1,788.75	PROPANE-CLUBHOUSE/SHOP - PW
46008	DAKOTA FIRE STATION INC	2/11/2025	\$75.00	ANNUAL INSPECTION FIRE
46009	DAKOTA STAR GYMNASTICS	2/11/2025	\$2,377.34	OCT 24 HEALTH INSURANCE
46010 SHOP	EAPC	2/11/2025	\$862.50	SCHEMATIC DESIGN-PW MTNCE
46011	ELECTRIC SYSTEMS INC	2/11/2025	\$5,690.00	WORK ON SCOREBOARD - SSC
46012	FLECK, DUSTIN	2/11/2025	\$72.00	NCTGA CONF 2025 MEALS PER DIEM -
46013	GRAY OIL COMPANY	2/11/2025	\$437.74	PROPANE - SSC
46014 HIGHLIGHTER,	INNOVATIVE OFFICE	2/11/2025	\$171.34	ENVELOPES, CALENDAR,
46015 REIMBURSEMENT -	JACOBMEYER, SIERRA	2/11/2025	\$132.82	DEC 24 CELL PHONE
46016	JOHNSON, MYA	2/11/2025	\$38.83	REIMBURSE JANUARY 25 MONTHLY ICE
46017 SNACKS	JOHS, CASEY	2/11/2025	\$139.78	REIMBURSE 2025 WINTER DAZE
46018 RUTH	K & K INSURANCE GROUP	2/11/2025	\$1,750.00	2025 CAL RIPKEN DIVISION- BABE
46019	MANDAN CITY POLICE	2/11/2025	\$105.00	2025 ANNUAL ALARM FEE - SSC
46020	MANN SIGNS INC	2/11/2025	\$832.25	VINYL SIGN DECALS -MRKTG
46021 FOR	MORTON COUNTY TREASURER	2/11/2025	\$4,830.67	PROPERTY TAX PAID AS RENTAL
46022	MOSZER, JORDAN	2/11/2025	\$72.00	MEAL PER DIEM FOR 2025 NORTH
46023 #415116894-	MTI DISTRIBUTING INC	2/11/2025	\$133,794.47	GROUNDMASTER 4110-D
46024	NORTH DAKOTA GOLF	2/11/2025	\$275.00	2025 ANNUAL NDGA DUES- PW
46025 JASON-	ND RECREATION & PARK	2/11/2025	\$360.00	CPSI COURSE/EXAM -RYAN, CODY,
46026	NEWMAN SIGNS	2/11/2025	\$600.00	RAGING RIVERS BILLBOARD - MKTG
46027	NORTH DAKOTA LEAGUE OF	2/11/2025	\$60.00	LOCAL GOVERNMENT CAPITOL
46028 KOOZIES-	NORTHERN TROPHY & SILK	2/11/2025	\$3,585.30	2025 WINTER DAZE SHIRTS AND
46029	NRG TECHNOLOGY SERVICES	2/11/2025	\$3,043.63	FEB 25 IT SERVICES- ADMIN
46030	NORTH DAKOTA ONE CALL, INC	2/11/2025	\$4.50	LINE LOCATOR-PARKS
46031	PARK & PLAY USA	2/11/2025	\$9,688.50	BOAT RAMP PICNIC SHELTER
46032 REIMBURSEMENT-	REIPL, TYRA	2/11/2025	\$150.00	JAN2025 CELL PHONE
46033	SAMMONS, CASEY	2/11/2025	\$24.70	JAN 25 CELL REIMBURSEMENT- PARKS
46034	GARRETT SCHULTZ	2/11/2025	\$72.00	MEAL PER DIEM FOR 2025 NORTH
46035	SPORTSTURF IRRIGATION	2/11/2025	\$1,213.46	IRRIGATION SUPPLIES- MM
46036 INSURANCE	STARION INSURANCE	2/11/2025	\$77,877.00	2025 GENERAL LIABILITY -
46037 CAN	STEINS INC	2/11/2025	\$1,686.69	CLEANING SUPPLIES, FLOOR MATS,

46038	STRAABE, KAIDEN	2/11/2025	\$72.00	NCTGA CONF 2025 MEALS PER DIEM -
46039	SVL SERVICE CORPORATION	2/11/2025	\$807.00	MASTER BOILER REPAIR- SSC
46040	THOMAS, KELLY	2/11/2025	\$138.21	DEC 24-JAN 25 MILEAGE
46041	TRANSTRASH	2/11/2025	\$892.00	JAN 25 GARBAGE- PARKS
46042	TRUE NORTH STEEL	2/11/2025	\$23,133.75	BOAT RAMP & PEDESTRIAN BRIDGE
DOWN				
46043	UNITED PRINTING	2/11/2025	\$102.78	2025 PLATINUM MEMBER CARDS-
MKTG				
46044	UPS SUPPLY CHAIN	2/11/2025	\$92.56	LATE PAYMENT FEE- SSC
46045	US POSTAL SERVICE	2/11/2025	\$730.00	10 ROLLS POSTAGE STAMPS -
ADMIN				
46046	VAN BRIESEN, DREW	2/11/2025	\$72.00	MEAL PER DIEM FOR 2025 NORTH
46047	VAN-WALL EQUIPMENT INC	2/11/2025	\$11,266.65	2024 JOHN DEERE GATOR-VIN
46048	WESTERENG, JOHN	2/11/2025	\$72.00	MEAL PER DIEM FOR 2025 NORTH

Total Checks **\$318,981.63**
P-Cards **\$ 27,475.39**
2/14/25 Payroll **\$103,588.00**
2/28/25 Payroll **\$102,884.56**

Item 8: Commissioner and Staff Reports: Executive Director Higlin stated that we will present the annual report at the March board meeting. The city is updating their codes and ordinances, and a greenspace ordinance will be presented in April for final approval. Managers will be contacting you for scheduling a spring portfolio meeting, and the boat ramp abutments and bridge are in fabrication and will be completed by May 1, 2025, weather depending.

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

Cole Higlin

Cole Higlin
Clerk, Mandan Park District

Wade Meschke

Wade Meschke
Park Board President










February 10 2025 board minutes

Final Audit Report

2025-03-11

Created:	2025-03-11
By:	cole higlin (chiglin@mandanparks.com)
Status:	Signed
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"February 10 2025 board minutes" History

-  Document created by cole higlin (chiglin@mandanparks.com)
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-  Document emailed to wmeschke@mandanparks.com for signature
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-  Email viewed by wmeschke@mandanparks.com
2025-03-11 - 7:04:54 PM GMT
-  Signer wmeschke@mandanparks.com entered name at signing as Wade Meschke
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-  Document e-signed by Wade Meschke (wmeschke@mandanparks.com)
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