

Mandan Park District  
Board Meeting Minutes  
April 14, 2025

The Board of Park Commissioners met on Monday, April 14, 2025, at City Hall, 205 2<sup>nd</sup> 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, Tyra Riepl, Kelly Thomas, and Dustin Fleck.

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 Mehlhoff and seconded by Commissioner Scott to approve the March 10, 2025, regular meeting minutes. Motion passes 5-0.

**Item #1:** Executive Director Higlin introduced Tyra Riepl as our new Human Resource Generalist. Ms. Riepl presented a proposal to offer supplemental benefits to full time staff upon hiring. Previously our handbook required six months of employment. Motion by Commissioner Mudder and seconded by Commissioner Froehlich to approve offering supplemental benefits to full time employees upon hire. Motion passes 5-0.

**Item # 2** Park Operations Manager Fleck introduced Mandan Girl Scouts wanting to secure their silver award constructing a pollinator garden at the baseball complex and Legion Park.

**Item 3:** Executive Director Higlin presented cost estimates to renovate and add a 3,800 sq ft addition to the existing Prairie West golf maintenance shop in the amount of \$3.9 million. Executive Director Higlin recommended that we do not proceed with design or construction documents. Executive Director Higlin recommended that Golf Operations Manager Schultz develop a scope of renovations for the existing facility. Currently we have \$966,000 in the Vision Fund and another \$150,000 transferring in 2025. Executive Director Higlin stated that we are still required to have an architect involved in the renovations since they exceed \$250,000. We will bring it for approval next month. Motion by Commissioner Scott and seconded by Commissioner Mehlhoff to not proceed with design and bidding based on cost estimates. Motion passes 5-0.

**Item 4:** Community Engagement Manager Kelly Thomas requested approval to add a new full time employee for the Recreation and Administration Departments to assist with front desk responsibilities. Motion by Commissioner Mehlhoff and seconded by Commissioner Mudder to approve hiring a new full time employee. Motion passes 5-0

**Item 5:** Executive Director Higlin presented cost estimates for the following ADA improvements at Starion Sports Complex:

- NWC in the amount of \$34,743 for ADA upgrades to the Cadillac Rink
- NWC in the amount of \$7,958 for sidewalk addition
- Southern Bleachers for \$5,800 for home side football bleachers
- SP&E in the amount of \$46,200 for ADA upgrades to the Buick Rink

The only cost estimate that we are waiting for is for the visitors' side bleachers for the football field. The concerns are the age of the bleachers when Mandan Public Schools relocated them trying to retrofit them to accommodate ADA spots. Executive Director Higlin requested a cost to replace the bleachers for comparison and stated that all expenses related to the football stadium area will be paid for from the Joint Maintenance Fund in partnership with the School District.

Executive Director Higlin explained that the visitors' bleachers for the football field and the bleachers for the Buick Rink were installed after the construction project was completed by user groups. JLG is not responsible for the ADA related issues that were outside their contract.

The issues that we plan to address with JLG are the Cadillac Rink and the home field bleachers for reimbursement. Executive Director Higlin requested approval tonight as items have a 3-6 month lead time for materials. Motion by Commissioner Scott and seconded by Commissioner Mehlhoff to approve cost estimates as presented and request that Mandan Hockey Club participates with 50% of the Buick Rink bleacher cost. Motion passes 5-0.

**Item 6** Executive Director Higlin presented a proposal from Moore Engineering to complete an assessment of the asphalt quality of our existing parking lots and trails in the amount of \$25,000. Motion by Commissioner Mudder and seconded by Commissioner Froehlich to approve Moore Engineering to assess our parking lots and trails. Motion passes 5-0.

**Item 7:** Motion by Commissioner Froehlich and seconded by Commissioner Mudder to approve the monthly bills. Motion passes 5-0.

**11000 STARION FINANCIAL**

46108	ADVANCED BUSINESS	4/15/2025	\$252.37	April 2025 Copier Maintenance Fee - Admin
46109	ADVANCED ENGINEERING	4/15/2025	\$6,357.60	Construction Phase Services - Boat Ramp
46110	AGASSIZ	4/15/2025	\$6,000.00	Fertilizer - Parks
46111	BIG HILL SERVICES LTD	4/15/2025	\$7,061.54	Ice Edger & Attachments - SSC Capital
46112	BISMARCK MANDAN CHAMBER	4/15/2025	\$325.00	2025 Membership Dues - Marketing
46113	BRENDEL'S CONCRETE	4/15/2025	\$6,900.00	Installation of Garage Seal Krete System -
46114	BSN SPORTS LLC	4/15/2025	\$4,777.42	Baseball Shirts - Youth Baseball
46115	BUILDERS FIRST SOURCE	4/15/2025	\$247.94	Metalwood - Baseball Shed Capital
46116	BULLINGER TREE SERVICE	4/15/2025	\$6,000.00	Large Tree Removal - Legion Park Capital
46117	CAPITAL TROPHY INC	4/15/2025	\$13.51	ID Cards - Marketing
46118	CENTRAL MECHANICAL INC	4/15/2025	\$375.00	Ice Rink Compressor Maintenance - SSC
46119	CITY OF MANDAN	4/15/2025	\$1,928.27	January 2025 Unleaded & Diesel - Parks
46120	CURTIS RUD OIL COMPANY	4/15/2025	\$447.86	Propane - PW
46121	DAKOTA STAR GYMNASTICS	4/15/2025	\$1,049.18	March 2025 Health Insurance Reimbursement
46122	DIRK PLUMBING & HEATING INC	4/15/2025	\$20,826.49	Heater Service Call - ASA Wrestling Area
46123	EAPC	4/15/2025	\$1,150.00	February 2025 Design Phase - PW Golf
46124	EASY PICKER GOLF PRODUCTS	4/15/2025	\$45.86	Belt for Range Ball Washer - PW
46125	EXTREME SALES	4/15/2025	\$5,660.00	Tilt Trailer Vin#3CV1C2110S2677636 -
46126	FARSTAD OIL INC	4/15/2025	\$3,148.00	Gas & Diesel Fuel - PW
46127	FERGUSON WATERWORKS	4/15/2025	\$2,134.00	Sprinkler Heads - PW
46128	FLECK, DUSTIN	4/15/2025	\$150.00	Accounting Office Cubicles Reimbursement -
46129	GRAY OIL COMPANY	4/15/2025	\$154.44	Propane - SSC
46130	HORNUNGS	4/15/2025	\$287.22	Cart Key Tags - PW
46131	INNOVATIVE OFFICE	4/15/2025	\$429.86	Copier Paper, Calendar & Correction Tape -
46132	JACOBSMEYER, SIERRA	4/15/2025	\$40.00	February 2025 Phone Reimbursement - MAC
46133	JOHS, CASEY	4/15/2025	\$97.60	March 2025 Mileage Reimbursement -
46134	KLJ ENGINEERING LLC	4/15/2025	\$2,000.00	TOPO Survey of Parking Lot & Cart Path -
46135	MANN SIGNS INC	4/15/2025	\$1,430.00	Signs - Boat Ramp
46136	MINT BRAND MARKETING	4/15/2025	\$990.00	Mar25-Feb26 Website Hosting Fee &
46137	MODERN FENCEWORKS	4/15/2025	\$450.00	Roll of Yellow Fence Cap - Youth Baseball
46138	NATIONAL GOLF GRAPHICS LLC	4/15/2025	\$1,670.00	Golf Flags - PW
46139	NORTHERN TROPHY & SILK	4/15/2025	\$5,564.70	Shirts - Youth Volleyball
46140	NORTHWEST CONTRACTING	4/15/2025	\$114,036.16	Construction Pay App #7 - Youth Baseball
46141	NRG TECHNOLOGY SERVICES	4/15/2025	\$10,415.40	Laptop for C. Alyea - Parks
46142	QUALITY ASPHALT REPAIR INC	4/15/2025	\$1,792.00	Asphalt Repair Bags - PW
46143	RANGE SERVANT AMERICA, INC	4/15/2025	\$666.00	Range Tokens - PW
46144	RECSUPPLY	4/15/2025	\$1,069.74	6 Umbrellas - RR
46145	REINDERS INC	4/15/2025	\$14,489.52	Algaecide - PW

46146	ROUGH RIDER INDUSTRIES	4/15/2025	\$2,545.00	HR Employee Desk - Contingencies
46147	SAMMONS, CASEY	4/15/2025	\$24.81	April 2025 Cell Reimbursement - Parks
46148	SANDNESS, COURTNEY	4/15/2025	\$130.00	Refund Arts & Crafts Registration 4/7/25 CC
46149	SPIFFY BIFFS	4/15/2025	\$231.75	Portable Restroom - PW
46150	ST ANDREWS PRODUCTS	4/15/2025	\$568.22	Pencils - MM
46151	STARION BOND SERVICES	4/15/2025	\$459,898.75	Interest Payment 2 of 20 - Park Facilities Gross
46152	STARION INSURANCE	4/15/2025	\$1,335.00	Insurance Adjustments - PP Coverage
46153	STEINS INC	4/15/2025	\$1,674.18	Cleaners & Disinfectants - SSC
46154	SUNNY SIDE CLEANING	4/15/2025	\$2,094.00	January - March 2025 Office Cleanings - Admin
46155	TERRACON CONSULTANTS INC	4/15/2025	\$1,315.30	Bridge Abutment Testing (Concrete) - Boat
46156	THOMAS, KELLY	4/15/2025	\$196.44	March 2025 Mileage Reimbursement -
46157	TRUENORTH STEEL	4/15/2025	\$46,267.50	Mandan Boat Ramp & Pedestrian Bridge
46158	TURF TANK	4/15/2025	\$11,000.00	Field Paint Sprayer Lease - Capital
46159	UNITED PRINTING	4/15/2025	\$201.06	DJGA Corporate Passes - PW
	<b>Total Checks</b>		\$757,914.69	
	<b>Total P-Cards</b>		\$31,231.64	
	<b>Payroll 4/11/25</b>		\$104,527.11	
	<b>Payroll 4/25/25</b>		\$113,151.83	

The motion to adjourn the meeting was at approximately 6:25pm. Motion was made by Commissioner Mudder and seconded by Commissioner Scott. Motion passes 5-0.

*Cole Higlin*

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 Cole Higlin  
 Clerk, Mandan Park District

*Wade Meschke*

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 Wade Meschke  
 Park Board President





# April 14 2025 board minutes

Final Audit Report

2025-12-02

Created:	2025-12-02
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
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## "April 14 2025 board minutes" History

-  Document created by Kelly Churchill (kchurchill@mandanparks.com)  
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