

Mandan Park District
Board Meeting Minutes
October 13, 2025

The Board of Park Commissioners met on Monday, October 13, 2025, at City Hall, 205 2nd Ave NW in the Bosch Froelich room.

Attendees:

Park Commissioners: Vice President Miles Mehlhoff, Commissioners, Jen Froehlich, and Layn Mudder

Legal Council: Attorney Arlen Ruff

Park District Staff present: Cole Higlin

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

Additions or deletions to the agenda: None

Public Communication: None

Minutes: Motion by Commissioner Froehlich and seconded by Commissioner Mudder to approve the September 8, 2025, regular meeting minutes. Motion passes 4-0.

Item #1: Executive Director Higlin requested approval to amend the KIJ agreement for civil design and construction administration for phase II for diamonds 11 & 12. Executive Director Higlin stated that the project was approved at our October 13, 2025, board meeting, we tabled the amendment for KIJ civil engineering services. The Mandan Baseball Club is 100% responsible for the construction and design fee as presented. Motion by Commissioner Mudder and seconded by Commissioner Scott to approve amending the KIJ agreement in the amount of \$89,500 for phase II to construct two synthetic fields on diamonds 11 & 12. Motion passes 4-0.

Item 2: Executive Director Higlin presented a joint powers agreement with Sourcewell, a cooperative purchasing contract company that was approved as part of HB 1198 during this past legislative session. The cooperative purchasing agreement allows the park district to bypass the 21 day bid requirement since all the items available on through Sourcewell are bid each year. The contract allows us to select items that we cannot solicit bids from local vendors. Motion by Commissioner Scott and seconded by Commissioner Froehlich to approve Mandan Park District to participate in the joint power's agreement with Sourcewell. Motion passes 4-0.

Item 3: Executive Director Higlin stated that we are updating our strategic plan and wanted Park Commissioners to bring their ideas and thoughts to the upcoming portfolio meetings this month. The goal is to have the strategic plan updated by the end of December 2025.

Item 4: Commissioner/Staff Reports: Commissioner Mudder shared that we have 300 kids in our after school program. Commissioner Scott thanked the golf staff for a good year and that the courses will be shutting down as the temperatures start to drop. Vice President Mehlhoff stated that the Starion Sports Complex is hosting the ND State Soccer Tournament this weekend.

Item 5: Motion by Commissioner Froehlich and seconded by Commissioner Scott to approve the monthly bills. Motion passes 4-0.

***Check Summary Register©**

46421	AMERICAN RESURFACING INC.	10/14/2025	\$52,896.56	Concrete -Cold Storage-Golf Course Impr
46422	ANYTHING WEATHER	10/14/2025	\$2,494.00	Istrike Annual License & Cell Service Fee - RR
46423	BARRETT EXCAVATING	10/14/2025	\$100.00	Refund of Team Sponsorship - Volleyball
46424	BIG MUDDY SEPTIC SERVICE	10/14/2025	\$130.00	Clean Grease Trap - RR
46425	CAPITAL ASPHALT	10/14/2025	\$97,918.50	Completion of PW Cart Path Asphalt
46426	CENTRAL MECHANICAL INC	10/14/2025	\$375.00	Fountain Maintenance - Tennis Center
46427	CITY OF MANDAN	10/14/2025	\$12,543.46	May - August Fuel - Parks
46428	CLEARY BUILDING CORP	10/14/2025	\$71,159.00	Balance due on PW Storage Building - Golf
46429	DAKOTA OUTDOORSCAPES	10/14/2025	\$27,270.00	PW Landscaping - Golf Course Impr Project
46430	DAKOTA PLAYGROUND	10/14/2025	\$254.94	Playground Parts - Parks
46431	DAKOTA STAR GYMNASTICS	10/14/2025	\$2,500.00	Covered Foam Cubes - Matching Grant

46432	DAKOTA WEST CONTRACTING	10/14/2025	\$13,500.00	North Softball Building Door Replacement –
46433	DEUCES WILD SEPTIC	10/14/2025	\$225.00	Wash Pad Pit Pumping - PW
46434	DICKINSON READY MIX	10/14/2025	\$2,241.75	Concrete - Baseball Diamond Impr Project
46435	DIRK PLUMBING & HEATING INC	10/14/2025	\$1,456.48	Replaced Concession Water Heater at North
46436	EAPC	10/14/2025	\$5,750.00	PW Mtnc Shop Design Fees
46437	ELECTRIC SYSTEMS INC	10/14/2025	\$116.20	Replace Switch in Locker Room - ASA
46438	ETHOS HOME HEALTH CARE	10/14/2025	\$100.00	Refund Team Sponsorship - Volleyball
46439	PARKLAND USA CORPORATION	10/14/2025	\$7,545.76	Fuel - MM
46440	FORTE	10/14/2025	\$1,638.58	Annual Alarm Monitoring Contract - SSC
46441	FRIESZ, LORI	10/14/2025	\$37.80	June-July 25 Mileage - Admin
46442	FROEHLICH, JEN	10/14/2025	\$829.68	Hotel for NRPA Conference in Orlando - Admin
46443	GRAY OIL COMPANY	10/14/2025	\$110.16	Propane - SSC
46444	HERITAGE EXTERIORS	10/14/2025	\$540.00	Broken Window Repair - PW
46445	INNOVATIVE OFFICE	10/14/2025	\$190.32	Paper, Card Stock - Admin
46446	JACOBSMEYER, SIERRA	10/14/2025	\$97.93	September 2025 Mileage Reimbursement -
46447	JOHS, CASEY	10/14/2025	\$110.20	September 2025 Cell Phone Reimbursement
46448	MANDAN KIWANIS	10/14/2025	\$450.00	Annual Dues - Admin
46449	MANN SIGNS INC	10/14/2025	\$820.00	"Violators Will be Towed" Signs - SSC
46450	MINT BRAND MARKETING	10/14/2025	\$75.00	Website Alt Text - Marketing
46451	MUDDER, LAYN	10/14/2025	\$814.68	Hotel for NRPA Conference in Orlando - Admin
46452	ND DEPT OF ENVIRONMENTAL	10/14/2025	\$105.00	Boiler Inspection Fee - RR
46453	NORTHERN PLAINS DRILLING &	10/14/2025	\$6,929.00	Fish Cleaning Station - Boat Ramp
46454	NORTHERN TROPHY & SILK	10/14/2025	\$1,512.00	Shirts - Youth Basketball
46455	NORTHWEST CONTRACTING	10/14/2025	\$34,743.00	Concrete landing, glass railings - ADA
46456	NRG TECHNOLOGY SERVICES	10/14/2025	\$3,150.18	October IT Services - Admin
46457	OTIS ELEVATOR COMPANY	10/14/2025	\$2,383.08	Annual Maintenance Service - SSC
46458	PLAISTED COMPANIES INC	10/14/2025	\$6,168.76	Topdressing Sand - PW
46459	PLASTIC RECYCLING OF IOWA	10/14/2025	\$976.93	Dwight Cook Memorial Bench - Youth
46460	PREBLE MEDICAL SERVICES	10/14/2025	\$50.00	New Employee Drug Test - Admin
46461	REINDERS INC	10/14/2025	\$1,695.58	Cup Cutter Parts - PW
46462	RIEPL, TYRA	10/14/2025	\$120.00	June 25 Cell - Admin
46463	RIVARDS TURF AND FORAGE	10/14/2025	\$2,250.00	Wax Coating for Greens Winterization - PW
46464	ROTO ROOTER SEWER & DRAIN	10/14/2025	\$250.00	Sewer Clean Out - Borden Harbor Park
46465	SLIDE GUYS RESTORATION, INC.	10/14/2025	\$167,000.00	1st payment for Gel-Kote & paint slides - RR
46466	STARION BOND SERVICES	10/14/2025	\$41,541.25	Interest Payment - GO Sp Assessment
46467	STARION INSURANCE	10/14/2025	\$126.00	Kelly Thomas Notary Renewal - Rec
46468	STEINS INC	10/14/2025	\$226.20	Trash Bags - RR
46469	SUNDAY, BETH	10/14/2025	\$300.00	Refund October Charges - MAC
46470	SUNNY SIDE CLEANING	10/14/2025	\$698.00	September 2025 Office Cleaning - Admin
46471	THOMAS, KELLY	10/14/2025	\$141.77	September 25 Cell - Admin
46472	TOMAC, KAYLIN	10/14/2025	\$150.00	Refund for Cancelled Shelter Rental
46473	TRANSTRASH	10/14/2025	\$2,257.00	September 2025 Garbage - Softball
46474	UNITED PRINTING	10/14/2025	\$80.58	Foundation Thank you Cards - Marketing
46475	VERMONT SYSTEMS INC	10/14/2025	\$3,450.00	Credit Card Terminal Casey - Rec
46476	WEST, CARMELLA	10/14/2025	\$90.00	Refund 11/10/25 Charges - Discovery Camp
	Total Checks		\$580,685.33	
	Total Credit Cards		\$ 28,060.86	
	Payroll 10/10/25		\$123,955.14	
	Payroll 10/24/25		\$120,471.99	

The motion to adjourn the meeting was at approximately 5:39pm. Motion was made by Commissioner Mudder and seconded by Commissioner Scott. Motion passes 4-0.

Cole Higlin

Cole Higlin
Clerk, Mandan Park District

Wade Meschke

Wade Meschke
Park Board President







October 13 2025 board minutes

Final Audit Report

2025-11-12

Created:	2025-11-12
By:	cole higlin (chiglin@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZX-wHQe6FDNTmzA20zSDiBkpOH5DZstw

"October 13 2025 board minutes" History

-  Document created by cole higlin (chiglin@mandanparks.com)
2025-11-12 - 3:40:51 PM GMT
-  Document emailed to wmeschke@mandanparks.com for signature
2025-11-12 - 3:41:10 PM GMT
-  Email viewed by wmeschke@mandanparks.com
2025-11-12 - 4:46:15 PM GMT
-  Signer wmeschke@mandanparks.com entered name at signing as Wade Meschke
2025-11-12 - 5:40:24 PM GMT
-  Document e-signed by Wade Meschke (wmeschke@mandanparks.com)
Signature Date: 2025-11-12 - 5:40:26 PM GMT - Time Source: server
-  Agreement completed.
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