

Mandan Park District  
Board Meeting Minutes  
February 10, 2020

The Board of Park Commissioners duly met in special session on Monday, February 10, 2020 at City Hall 205 2<sup>nd</sup> Ave NW in the Bosch Froelich room.

Attendees:

Park Commissioners: President Wade Meschke, Vice President Jason Arenz, Commissioners Chad Hatzenbuhler, Wanda Knoll and Miles Mehlhoff.

Park District Staff present: Director Cole Higlin and Accounting Manager Teri Welch.

Legal Council: Arlen Ruff

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

**Public Communication:** No one appeared.

**Minutes:** Motion by VP Arenz and seconded by Commissioner Knoll to approve the January 13, 2020 regular meeting. Motion passes 5-0.

**Item 1:** Accounting Manager Welch presented for approval designation of depositories. We are required by ND state statute on every even year to designate depositories that meet our pledge of securities requirements. Currently we are using Starion Bank, Dakota Community Bank, BNC Bank, and Sylvania Bank. Motion by Commissioner Mehlhoff to approve Starion Bank, Dakota Community Bank BNC Bank, and Sylvania Bank as designated depositories for the Mandan Park District. Seconded by Commissioner Hatzenbuhler, Motion passes 5-0.

**Item 2:** Accounting Manager Welch presented benefit committee recommendations to add UNUM to provide life insurance for our employees. We currently pay \$7.75 per month for a \$25,000 life insurance for staff vs. \$6.00 per month to have the same benefits offered to employees. With UNUM they allow employees to continue to pay for life insurance if they are no longer employed with Park District. With Medico they do not allow this option. UNUM can also offer dental, vision, supplemental life and disability insurance at employee's expense if they choose to purchase. President Meschke confirmed that all employees are grandfathered in without having to get a physical. Motion by VP Arenz and seconded Commissioners Knoll to approve switching to UNUM for life insurance and offering dental, vision, supplemental life and disability insurance at a cost to the employees. Motion passes 5-0.

**Item # 3:** Director Higlin presented the 2020 and 2021 Horse & Saddle Club lease agreement. The current lease is the exact same agreement as previous years. They currently pay \$500 annually to use the youth rodeo arena. Motion by Commissioner Knoll and seconded by Commissioner Hatzenbuhler to approve the agreement. Motion passes 5-0.

**Item # 4:** Director Higlin presented a request to consider renovating Raging Rivers operations area to improve the customers experience and allow staff to be utilized more efficiently. Currently the building was constructed 20years ago without any building plans. The Park District purchased the building 10 years ago and have struggled with trying to be more efficient. We would like to hire an architect to review our current floor plan and come up with a couple different options to improve our needs. Director Higlin presented a proposal from UBL Design to increase operations efficiency, and improve food service operations and guest experience. The proposal from UBL Designs is \$19,380. The item was tabled and staff were directed to secure two additional bids from local architects to compare pricing proposals.

**Items # 5:** Director Higlin presented the revisions to the Joint Powers and Facility Use Agreement with Mandan Public Schools. We are required to meet annually after the first of the year to discuss our agreement and make changes as needed. Commissioner Hatzenbuhler and VP Arenz represents the park district on the committee. Director Higlin presented the changes for the All Seasons Arena which we currently share expenses with Mandan Public Schools 50/50. The school district will charge the park district 66% of two employees' salaries and benefits for custodial services for 12 months. The park district will charge the school district 15% of one employee's salary and benefits along with 100% responsibilities for repairs, maintenance, and utilities costs for the twelve months. For 2019 the park district owed the school district around \$9,000 per the agreement. Other amendments to the agreement include demolition costs of Faris Field will be shared equally and that the Park District will have a 99 year lease of the property. The property will continue to be owned by the school district along with paying specials for the property.

The park district will be 100% responsible for all improvements to the property. Director Higlin would like to hire an engineer this summer to start the planning and cost estimates for 2021 construction. President Meschke requested that the Southside Master Plan for baseball/softball complex be emailed out to everyone to review.

Commissioner Mehlhoff wanted clarification under the general provisions that school district gets first right of refusal to use our facilities when the park district does not need them. The user groups that work with the park district and have a written agreement to fall under the park districts rights to schedule first prior to the school district. Motion by Commissioner Knoll to approve the revisions and amendments as presented to the Joint Powers and Facility Use Agreement and demolition costs shared equally with Mandan Public School in the amount of \$89,713 with Sand Creek Construction. Seconded by Commissioner Mehlhoff, motion passes 5-0.

Director Higlin met with Mr. Weeda who is the owner of the land on which Teamster Park currently has a 20 year lease agreement that was negotiated with prior administration. The current lease is a \$1,500 annual lease and taxes. We have paid \$46,000 over the term of the 20 years to offer a park to the area directly behind Culvers restaurant. Director Higlin would like direction from the board on how to proceed with renewing the agreement which is set to expire at the end of April 2020. Mr. Weeda is researching his options from his accountant to determine what the best option for him with tax implications is. Director Higlin would like to purchase the property outright and secure a long term commitment to the property. President Meschke stated that we would table this until further information from Mr. Weeda.

Director Higlin presented the 2019 annual report:

	Revenue:	Expenses:
District-Wide All Funds	\$8,113,934	\$7,257,594
Park Operations	\$ 205,055	\$ 778,912
Golf	\$1,175,707	\$1,086,147
Raging Rivers:	\$ 675,927	\$ 723,232
Recreation:	\$ 947,346	\$ 801,803
Sports Complex:	\$ 351,506	\$ 467,322

President Meschke presented budget transfers and 2019 budget amendments in the amount of \$282,321.13 which is required by law. President Meschke stated that with the budget amendments presented tonight, they are reflected in the year end year report which stated that we had a positive balance in the general fund in relation to revenues over expenses. Motion to approve the budget transfers and amendments as presented by VP Arenz and seconded by Commissioner Knoll, motion passes 5-0.

Authorization of payment of the monthly bills. Motion was made by Commissioner Knoll seconded by VP Arenz, Motion passes 5-0.

## MANDAN PARK DISTRICT \*Check Summary Register

February 2020

Name	Check Date	Check Amt	
<b>11000 STARION FINANCIAL</b>			
Paid Chk# 042918	ADVANCED BUSINESS METHOD	2/11/2020	\$2,105.50 2020 COPIER MTNCE FEE-ADMIN
Paid Chk# 042919	ALL-AMERICAN ARENA	2/11/2020	\$3,586.80 HOCKEY GOALS SSC
Paid Chk# 042920	ALYEA, CODY	2/11/2020	\$24.39 CELL PHONE REIMBURSEMENT-PARKS
Paid Chk# 042921	ARROW SERVICE TEAM	2/11/2020	\$5,117.45 EAGLES PARK VANDALISM REPAIR
Paid Chk# 042922	AVI SYSTEMS	2/11/2020	\$144.63 P.A. SYSTEM SERVICE CALL-SSC
Paid Chk# 042923	BARTH, DALE	2/11/2020	\$40.00 CELL PHONE REIMBURSEMENT-PARKS
Paid Chk# 042924	BIS-MAN CONVENTION AND	2/11/2020	\$200.00 CVB MEMBERSHIP
Paid Chk# 042925	CAPITAL CITY RESTAURANT	2/11/2020	\$5,708.31 KITCHEN SUPPLIES-RR
Paid Chk# 042926	CENTRAL MECHANICAL IN	2/11/2020	\$228.55 SERVICE TO SSC UNIT THAT FROZE
Paid Chk# 042927	CHURCHILL, KELLY	2/11/2020	\$50.00 CELL PHONE REIMBURSEMENT-ADMIN
Paid Chk# 042928	COLE PAPERS INC	2/11/2020	\$316.75 HAND SOAP SSC
Paid Chk# 042929	CUSTER HEALTH UNIT	2/11/2020	\$155.00 POOL LICENSE RENEWAL-RR
Paid Chk# 042930	DAKOTA STAR GYMNASTICS	2/11/2020	\$894.26 JAN HEALTH INS REIMB
Paid Chk# 042931	DIRK PLUMBING & HEATING INC	2/11/2020	\$143.00 SHOWER HOUSE BOILER REPAIR-RR
Paid Chk# 042932	ECO FACILITY SERVICES	2/11/2020	\$0.00 ADMN OFFICE CLEANING
Paid Chk# 042933	FRUEH, DAVE	2/11/2020	\$96.60 MILEAGE-REC
Paid Chk# 042934	GALLS	2/11/2020	\$714.24 FIRST AID SUPPLIES-RR
Paid Chk# 042935	HR COLLABORATIVE	2/11/2020	\$2,800.00 HR TRAINING-CASEY SAMMONS
Paid Chk# 042936	KK BOLD	2/11/2020	\$30.00 WEBSITE UPDATES
Paid Chk# 042937	MANDAN POLICE DEPARTMENT	2/11/2020	\$75.00 PW MTNCE-ANNUAL ALARM FEE
Paid Chk# 042938	MANDAN PROGRESS	2/11/2020	\$125.00 MPO ANNUAL DINNER-WADE, WANDA,

Paid Chk# 042939	MANDAN PUBLIC SCHOOLS	2/11/2020	\$33,721.10	2019 COST SHARE OF ASA
Paid Chk# 042940	MANDAN SPECIAL OLYMPICS	2/11/2020	\$200.00	DONATION FOR BASKETBALL OFFICI
Paid Chk# 042941	M-B COMPANIES INC	2/11/2020	\$850.50	BRUSHES
Paid Chk# 042942	MORTON COUNTY TREASURER	2/11/2020	\$71,833.83	2019 SPECIAL ASSESSMENTS
Paid Chk# 042943	NDACO	2/11/2020	\$2,137.83	FEBRUARY IT SERVICES
Paid Chk# 042944	NORTHERN TROPHY &	2/11/2020	\$1,959.55	RED LIFEGUARD TEES-AQUATIC CTR
Paid Chk# 042945	OXBOW GOLF & COUNTRY CLUB	2/11/2020	\$1,300.00	TEE MOWERS
Paid Chk# 042946	PURCHASE POWER	2/11/2020	\$200.00	ADD POSTAGE TO RESERVE ACCOUNT
Paid Chk# 042947	RED RIVER REFRIGERATION	2/11/2020	\$372.70	SSC COMPRESSOR MAINTENANCE
Paid Chk# 042948	NICOLE SCHERR	2/11/2020	\$116.48	MILEAGE-MAC
Paid Chk# 042949	GARRETT SCHULTZ	2/11/2020	\$80.00	JAN CELL PHONE REIMBURSEMENT
Paid Chk# 042950	SIGN PRO	2/11/2020	\$35.00	CASEY DOOR SIGN
Paid Chk# 042951	SPIFFY BIFFS	2/11/2020	\$0.00	PICK UP FEE FOR PORT TOILETS-P
Paid Chk# 042952	ST. ALEXIUS MEDICAL CENTER	2/11/2020	\$250.00	4TH QTR EAP SERVICE
Paid Chk# 042953	STEINS INC	2/11/2020	\$1,897.28	CLEANING SUPPLIES-SSC
Paid Chk# 042954	ADOLPH KIEFER AND	2/11/2020	\$2,718.55	LIFEGUARD EQUIPMENT-RR
Paid Chk# 042955	US STANDARD PRODUCTS	2/11/2020	\$932.28	RR KITCHEN GLOVES AND SUPPLIES
Paid Chk# 042956	WESTERENG, JOHN	2/11/2020	\$15.00	CELL PHONE REIMBURSEMENT-MM
Paid Chk# 042957	WINFIELD SOLUTIONS LLC	2/11/2020	\$31,901.86	CHEMICAL AND GROWTH REGULATOR-
	<b>Total Checks</b>		<b>\$173,077.44</b>	

<b>US Bank</b>	<b>\$14,968.92</b>
<b>2/7/20 Payroll</b>	<b>\$61,416.37</b>
<b>2/21/20 Payroll</b>	<b>\$61,638.37</b>

Motion to adjourn the meeting was at approximately 6:30pm. Motion made by Commissioner Knoll, seconded by VP Arenz. Motion passes 5-0.

*Cole Higlin*

Cole Higlin (Mar 10, 2020)

Cole Higlin  
Clerk, Mandan Park District



Wade Meschke  
President, Board of Park Commissioner









# February 10 2020 minutes 2

Final Audit Report

2020-03-10

Created:	2020-03-10
By:	Kelly Churchill (kchurchill@mandanparks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAILh74tjsEKwvTOpvt4N_l5stm8eeTop1

## "February 10 2020 minutes 2" History

-  Document created by Kelly Churchill (kchurchill@mandanparks.com)  
2020-03-10 - 2:37:10 PM GMT- IP address: 96.3.192.114
-  Document emailed to Cole Higlin (chiglin@mandanparks.com) for signature  
2020-03-10 - 2:37:38 PM GMT
-  Email viewed by Cole Higlin (chiglin@mandanparks.com)  
2020-03-10 - 2:56:25 PM GMT- IP address: 96.3.192.114
-  Document e-signed by Cole Higlin (chiglin@mandanparks.com)  
Signature Date: 2020-03-10 - 2:56:46 PM GMT - Time Source: server- IP address: 96.3.192.114
-  Document emailed to Wade Meschke (wade.meschke@msd1.org) for signature  
2020-03-10 - 2:56:48 PM GMT
-  Email viewed by Wade Meschke (wade.meschke@msd1.org)  
2020-03-10 - 4:58:18 PM GMT- IP address: 165.234.101.99
-  Document e-signed by Wade Meschke (wade.meschke@msd1.org)  
Signature Date: 2020-03-10 - 5:01:41 PM GMT - Time Source: server- IP address: 165.234.101.99
-  Signed document emailed to Wade Meschke (wade.meschke@msd1.org), Kelly Churchill (kchurchill@mandanparks.com) and Cole Higlin (chiglin@mandanparks.com)  
2020-03-10 - 5:01:41 PM GMT