

Mandan Park District  
Board Meeting Minutes  
October 14, 2019

The Board of Park Commissioners duly met in regular session on Monday, October 14, 2019 at Mandan Park District administrative offices at 12:00pm in the main conference room.

**Attendees:**

Park Commissioners: President Wade Meschke, Vice President Arenz, Wanda Knoll and Miles Mehlhoff. Commissioner Hatzenbuhler was absent

Park District Staff present: Director Cole Higlin, Park Superintendent Dustin Fleck, and Accounting Manager Teri Welch

President Meschke called the meeting to order at approximately 12:00pm, CDT.

**Public Communication:** No one appeared.

**Minutes:** Motion by Commissioner Knoll and seconded by Vice President Arenz to approve the September 9, 2019 regular meeting and September 27 special meeting. Motion passes 4-0.

**Unfinished Business:**

**Item # 1:** Park Superintendent Fleck updated the board on the first HA Kautzman Design Committee meeting. The goal is to have a final design and cost to the Park Commissioners by November 2019 and to approve in December 2019. The first meeting was to prioritize the needs which include playground equipment, combined bb and tennis court, single track mountain bike trail, and access for sledding while maintaining a \$300,000 budget.

**New Business:**

**Item # 1:** Director Higlin introduced Austin Krahler and Diane Lillis from Mandan Kiwanis Club. Each year Kiwanis donates to our youth baseball program providing affordable opportunities for all kids to enjoy youth baseball. This year Kiwanis donated \$10,000 towards their obligation of \$50,000 towards the Memorial Ballpark renovation and an additional \$9,425 towards our youth baseball program.

**Item # 2:** Park Superintendent Dustin Fleck presented 2020 golf and parks equipment bid items. The Park District received two bids and it is the recommendation to award MTI Distributing in the amount of \$253,019 which includes a trade in parks dept mower. The total equipment purchase is \$300,000 with the remaining funds to be used to purchase a tool cat. Motion by Vice President Arenz and seconded by Commissioner Knoll to award the bid to MTI Distributing in the amount of \$253,019. Motion passes 4-0.

Accounting Manager Teri Welch stated that in our budget process for 2020 we planned on taking a \$300,000 loan out for the equipment bids payable over 5 yrs. Vice President Arenz stated that he wanted to withdraw from discussion and voting concerned with a conflict of interest since he is employed by BNC Bank. Accounting Manager Welch stated that we received three proposals for rates and it is our recommendation to award the five year tax exempt \$300,000 loan to BNC Bank at an interest rate of 2.94%. Motion by Commissioner Knoll and seconded by Commissioner Mehlhoff. Motion passes 3-0.

**Item # 3:** Director Higlin requested approval to apply for the NDDOT Transportation Alternative Program for rehabilitating Old Trail Phase II multipurpose trail. This trail runs east from Sunset Ave to Collins Ave. The grant is an 80/20 match that is capped at \$292,000 and does not include engineering fees which are estimated at \$100,000. The recommendation if funded would be to special assess the trail improvements back to the Park District since it has a district wide benefit. If we are awarded funding, the trail rehabilitation would take place in 2022. Motion by Vice President Arenz and seconded by Commissioner Mehlhoff to approve applying for the TAP grant for Old Red Trail Phase II. Motion passes 4-0.

Authorization of payment of the monthly bills. Motion was made by Commissioner Mehlhoff seconded by Vice President Arenz. Motion passes 4-0.

# MANDAN PARK DISTRICT

## \*Check Summary Register©

October 2019

Name	Check Date	Check Amt	
<b>11000 STARION FINANCIAL</b>			
Paid Chk# 042733	AGASSIZ	10/14/2019	\$108.00 GRASS SEED FOR SSC
Paid Chk# 042734	ASSOCIATED POOL BUILDERS	10/14/2019	\$54,767.50 ROCK WORK IMPROVEMENTS-RR
Paid Chk# 042735	ASSOCIATED SUPPLY CO INC	10/14/2019	\$2,885.40 RR PAINT FOR BATHHOUSES
Paid Chk# 042736	AVI SYSTEMS	10/14/2019	\$456.75 ANNUAL FIRE ALARM TEST RECERT-
Paid Chk# 042737	BDS CONCRETE	10/14/2019	\$9,825.00 VENTURES PARK SIDEWALK
Paid Chk# 042738	CHURCHILL, KELLY	10/14/2019	\$297.00 MEALS PER DIEM ATHLETIC BUSINE
Paid Chk# 042739	COLE PAPERS INC	10/14/2019	\$172.20 SOAP-SSC
Paid Chk# 042740	DAKOTA CAULKING	10/14/2019	\$1,870.00 CAULKING SEAMS AT DCP
Paid Chk# 042741	DAKOTA PLAYGROUND	10/14/2019	\$30,047.72 CAP SCREW AND BUSHING-PARKS
Paid Chk# 042742	DAKOTA STAR GYMNASTICS	10/14/2019	\$425.33 SEPT HEALTH INSURANCE REIMB
Paid Chk# 042743	ECO FACILITY SERVICES	10/14/2019	\$800.00 ADMN BUILDING CLEANING
Paid Chk# 042744	ELECTRIC SYSTEMS INC	10/14/2019	\$1,575.00 STADIUM LIGHT BULBS-PARKS
Paid Chk# 042745	EXTREME CLEANING	10/14/2019	\$870.00 HOOD AND KITCHEN CLEANING RR
Paid Chk# 042746	FERGUSON WATERWORKS	10/14/2019	\$67.05 IRRIGATION PARTS-PW
Paid Chk# 042747	FETZER ELECTRIC	10/14/2019	\$174.98 SSC RECEPTACLES FIX
Paid Chk# 042748	FRUEH, DAVE	10/14/2019	\$362.79 MILEAGE-REC PROGRAMS
Paid Chk# 042749	GALLS	10/14/2019	\$68.02 BANDAGES-RR
Paid Chk# 042750	GAMETIME	10/14/2019	\$811.88 VANDALISM REPAIR ON PURPLE SL
Paid Chk# 042751	GATE CITY BANK	10/14/2019	\$159,534.37 RR IMPROVEMENT PAYMENT 5 OF 8
Paid Chk# 042752	HAWKINS INC	10/14/2019	\$163.47 CHEMICALS-RR
Paid Chk# 042753	COLE HIGLIN	10/14/2019	\$297.00 MEALS PER DIEM FOR ATHLETIC BU
Paid Chk# 042754	INNOVATIVE OFFICE	10/14/2019	\$346.62 LABELS-ADMIN
Paid Chk# 042755	JOHS, CASEY	10/14/2019	\$89.76 MILEAGE-BASEBALL
Paid Chk# 042756	KIMS APPLIANCE SERVICE INC	10/14/2019	\$245.90 RR GRILL REPAIR
Paid Chk# 042757	LEIER CAULKING INC	10/14/2019	\$2,340.00 CAULKING-ADMN IMPROVEMENTS
Paid Chk# 042758	LILLIS ELECTRIC INC	10/14/2019	\$80.00 PUMPHOUSE ELECTRICAL REPAIR PW
Paid Chk# 042759	MANDAN BRAVES BOYS	10/14/2019	\$200.00 MANDAN HOCKEY BOOKLET RR AD
Paid Chk# 042760	MANDAN PUBLIC SCHOOLS	10/14/2019	\$30.00 SCHOOL BULLETIN-MARKETING
Paid Chk# 042761	MILES MEHLHOFF	10/14/2019	\$297.00 MEALS PER DIEM ATHLETIC BUSINE
Paid Chk# 042762	MESCHKE, WADE	10/14/2019	\$297.00 MEALS PER DIEM ATHLETIC BUSINE
Paid Chk# 042763	MONTANA DAKOTA UTILITIES	10/14/2019	\$0.00 CORRECTION FOR MARCH BILLING
Paid Chk# 042764	MORTON COUNTY	10/14/2019	\$1,280.11 PARKS SHARE OF COSTS TO MAIL O
Paid Chk# 042765	ND BABE RUTH - WAYNE	10/14/2019	\$200.00 STATE DUES FOR CAL RIPKEN TEAM
Paid Chk# 042766	NORTH DAKOTA GOLF	10/14/2019	\$550.00 US GHIN FEES-PW
Paid Chk# 042767	NDACO	10/14/2019	\$2,229.61 CHARGER FOR LAPTOP-ADMIN
Paid Chk# 042768	NORTHERN TROPHY &	10/14/2019	\$436.86 STAFF SHIRTS
Paid Chk# 042769	NORTHWEST CONTRACTING	10/14/2019	\$43,619.66 ASA DOOR REPAIR
Paid Chk# 042770	OTIS ELEVATOR COMPANY	10/14/2019	\$1,910.28 BUILDING CONTRACT SSC
Paid Chk# 042771	PACIFIC SOUND & VIDEO	10/14/2019	\$800.98 BOSE PRO PA SYSTEM-PW
Paid Chk# 042772	PITNEY BOWES RESERVE	10/14/2019	\$200.00 ADD POSTAGE TO RESERVE ACCOUNT
Paid Chk# 042773	PLUNKETTS PEST CONTROL	10/14/2019	\$942.92 RR PEST CONTROL-AUG
Paid Chk# 042774	PRECISION SMALL ENGINE	10/14/2019	\$5.98 FILTER-PARKS
Paid Chk# 042775	RED RIVER REFRIGERATION	10/14/2019	\$8,487.97 SSC COMPRESSOR MAINTENANCE
Paid Chk# 042776	RENNERS LAWN SPRINKLING	10/14/2019	\$70.00 VALVE REMOVAL-PARKS
Paid Chk# 042777	RIVARDS TURF AND FORAGE	10/14/2019	\$1,114.76 GRASS SEED-MM
Paid Chk# 042778	RONS APPLIANCE AND REPAIR	10/14/2019	\$65.00 UNHOOK BSB ICE MAKER
Paid Chk# 042779	rossman trucking	10/14/2019	\$5,968.00 PLAYGROUND CHIPS-VENTURES PARK
Paid Chk# 042780	RUNYANS ANIMAL NUISANCE	10/14/2019	\$100.00 SKUNK REMOVAL-PW
Paid Chk# 042781	NICOLE SCHERR	10/14/2019	\$55.08 MILEAGE-MAC
Paid Chk# 042782	SP&E	10/14/2019	\$297.70 VB STANDARD REPAIRS
Paid Chk# 042783	SPIFFY BIFFS	10/14/2019	\$320.00 PORTABLE TOILETS-PW
Paid Chk# 042784	STARION BOND SERVICES	10/14/2019	\$13,640.00 RR REV BOND FEES
Paid Chk# 042785	STRATA CORPORATION	10/14/2019	\$243.00 CONCRETE FOR ANCHORS-PARKS
Paid Chk# 042786	STUGELMEYE EUCCA	10/14/2019	\$250.00 LIFE GUARDING CLASS REFUND
Paid Chk# 042787	THE PRINTERS INC	10/14/2019	\$935.00 SCORE CARDS PW
Paid Chk# 042788	US FOOD SERVICES INC	10/14/2019	\$179.28 RR FOOD
Paid Chk# 042789	WARRENS LOCKS AND KEYS	10/14/2019	\$65.00 OPEN ROOM DOWNSTAIRS MM
		<b>Total Checks</b>	<b>\$353,472.93</b>
		<b>US Bank</b>	<b>\$ 20,658.15</b>
		<b>10/04/19 Payroll</b>	<b>\$ 71,522.14</b>
		<b>10/18/19 Payroll</b>	<b>\$ 65,128.43</b>

Motion to adjourn the meeting was at approximately 12:50 pm. Motion made by Vice President Arenz, seconded by Commissioner Knoll. Motion passes 4-0.

*Cole Higlin*

[Cole Higlin \(Nov 19, 2019\)](#)

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Cole Higlin  
Clerk, Mandan Park District



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Wade Meschke  
President, Board of Park Commissioner









# October 14 2019 minutes

Final Audit Report

2019-11-19

Created:	2019-11-19
By:	Kelly Churchill (kchurchill@mandanparks.com)
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