

Mandan Park District
Board Meeting Minutes
February 12, 2018

The Board of Park Commissioners duly met in regular session on Monday, February 12, 2017 at Ed "Bosch" Froehlich Meeting Room, City Hall. Those present were President Arenz, Vice President Knoll, Commissioner Hatzenbuhler, and Commissioner McPherson. Commissioner Meschke was absent.

President Arenz called the meeting to order at approximately 5:30 pm, CDT. President Arenz asked for approval of the minutes for the January 8, 2018 regular meeting. Motion was made by Commissioner Knoll, seconded by Commissioner Hatzenbuhler. Motion passes 4-0.

Public Communication:

No one came forward to speak.

Unfinished Business:

Item # 1: Update on following construction projects:

- a) The Sports Complex Locker Room Building is currently on schedule, with a completion of mid April. All four side, roof, gutters/downspouts have been installed. The masons have started the bathroom walls which will take a couple of weeks to finish. The City of Mandan submitted our special assessment for Old Red Trail widening project in the amount of \$273,220.
- b) All Seasons Arena project has had most of the painting completed on hallways, entry ways, and overhead beams in the main arena. New insulation and simple saver have been installed and have really brightened up the area. Overhead basketball and volleyball standards are being measured prior to installation. The floor has been measured for levelness prior to installing the wood and rubber flooring. Overall the floor had only a few high and low spots that needed to be addressed.
- c) Memorial Ballpark fundraising is currently under way. We have raise currently only \$300,000 of our \$1 million goal. Baseball Club President Damian Huettl will be in attendance at the March board meeting to update Park Commissioners on fundraising. The timeline for bidding will be April 6, 2018 to advertise and open bids on April 27, 2018. Director Higlin anticipates a special meeting after the bid opening to determine the scope of the project based on funding.

New Business:

Item # 1: Mandan Soccer Girls Booster Club request to sell naming rights for soccer complex:

Director Higlin introduced Shelly Osborn; Booster Club President and Stephen Westen; H.S. Girls High School Soccer Coach to provide an overview of their request. Mrs. Osborn would like to sell naming rights in the amount of \$125,000 over a ten year pledge given directly to the Park District. Dakota Community Bank and Trust have verbally committed to the naming rights pending Park Board approval. The Girls Soccer Booster Club would like to use the funds to construct announcer's booth with storage, two player benches with wind protection, fencing behind goals, and a new sound system. The total estimate of the project is at \$164,000. The Mandan Girls Soccer Booster Club have secured \$10,000 from Mandan Public Schools, \$125,000 from Dakota Community Bank, and requests \$10,000 from the Mandan Park District. President Arenz stated due to the amount of the project and on Park District property, Park District staff need to bid the item out to solicit bids and manage the construction project with soccer club input. Commissioner Hatzenbuhler asked if fund raising does not meet its goal are you going to request from the Park District for more funds to complete the project. Mrs. Osborn stated no and that we would need to reduce the project to fit the project.

Commissioner Knoll motioned to approve Mandan Girls Soccer Booster Club to proceed with selling naming rights at the DCP Soccer Complex in the amount of \$125,000 to pay for improvements listed in your proposal working directly on Park District staff on bids and construction. Seconded by Commissioners McPherson, motion passes 4-0.

Commissioner McPherson motioned to award the Mandan Girls Soccer Booster Club request for \$10,000 to be directed towards the soccer complex improvements. Seconded by Commissioner Knoll, motion passes 4-0.

Item # 2: 2018 Golf Rates:

Golf Operations Manager Brad Olson presented the 2018 golf rates with only change from 2017. Cart rentals for nine holes will increase \$1 and eighteen holes will increase \$2. Mr. Olson stated that we have not raised golf fee in since 2015. Motion by Commissioner Hatzenbuhler, seconded by Commissioner McPherson to approve 2018 golf rates as presented. Motion passes 4-0.

Item # 3: Customer Service Committee Update:

Brad Olson presented information on the new Customer Service Committee. Director Higlin felt it was time for all of our departments to take a broader role and review of our 300 plus staff. Brad Olson is the committee chair, other representatives include: Kendra Weigel; RR, Naomi Erdahl; Recreation Manager, Kelly Churchill; Marketing Specialist, Nikki Scherr; Recreation Supervisor, and Casey Johs; Recreation Specialist.

The acronym for the committee is "GREAT" Greet the Customer, Respect the Customer, Environment, Attitude of Employees, and Thanking the customer. We will include the "GREAT" throughout the district for seasonal employees to be reminded along with department training throughout the year.

Item # 4: Consider for approval a new Mechanic position in the Park District Maintenance Department:

Park Superintendent Dustin Fleck requested approval to open a new Mechanic position in the district. Elmer Mattson will be retiring this fall and Casey Sammons the current mechanic will be assuming his duties as Raging Rivers Supervisor along with HVAC and plumbing duties for the district. By hiring a new mechanic, this will allow us to cross train employees prior to the upcoming retirement. Motion by Commissioner Hatzenbuhler and seconded by Commissioner McPherson to approve adding a new mechanic position at the Park Maintenance Department. Motion passes 4-0.

Item # 5: 2017 Budget Amendments:

Accounting Manager Heide Delorme presented 2017 budget amendments in the amount of \$342,050. NDCC requires us to only approve expenses. We had a 2017 budget deficit of \$500,000 related to the Sports Complex and All Seasons Arena renovation. Actual deficit loss was only \$20,000 for 2017. Motion by Commissioner Knoll and seconded by Commissioner Hatzenbuhler to approve the 2017 budget amendments are presented. Motion passes 4-0.

Item # 6: Approval of designation of deposits and pledge of securities:

Accounting Manager Heide Delorme stated that we are required by law to present pledge of securities and deposits semiannually. All public deposits require a ratio of \$1.10 for every dollar above the FDIC amount. Motion by Commissioner Knoll and seconded by Commissioner Hatzenbuhler to approve the pledge of securities report from Starion Financial, Dakota Community Bank, and BNC. Motion passes 4-0.

Authorization of payment of the monthly bills. Motion was made by Commissioner Knoll seconded by Commissioner Hatzenbuhler. Motion passes 4-0.

MANDAN PARK DISTRICT

***Check Summary Register©**

February 2018

Name	Check Date	Check Amt
11000 STARION FINANCIAL		

Paid Chk# 041575	BAYMONT INN & SUITES	2/13/2018	\$198.00	REMAINING BALANCE DUE
Paid Chk# 041576	BIS-MAN CONVENTION AND	2/13/2018	\$200.00	ANNUAL MEMBERSHIP DUES
Paid Chk# 041577	BROWN AND SAENGER	2/13/2018	\$162.63	PAPER
Paid Chk# 041578	BSN SPORTS	2/13/2018	\$245.47	VOLLEYBALL
Paid Chk# 041579	CARDCONNECT	2/13/2018	\$1,178.00	NEW CREDIT CARD MACHINES
Paid Chk# 041580	CENTRAL MECHANICAL IN	2/13/2018	\$16,684.80	ASA HEATER
Paid Chk# 041581	DAKTRONICS	2/13/2018	\$19,621.00	ASA SCOREBOARDS REMOUNT
Paid Chk# 041582	DAVIS EQUIPMENT CO	2/13/2018	\$2,875.89	BED KNIVES
Paid Chk# 041583	DELL MARKETING LP	2/13/2018	\$962.88	NEW COMPUTERS
Paid Chk# 041584	DENNYS ELECTRIC LLC	2/13/2018	\$5,875.06	ASA RENO
Paid Chk# 041585	DIRK PLUMBING & HEATING INC	2/13/2018	\$260.00	GAS METER MAINT.
Paid Chk# 041586	DOUGHERTY & COMPANY LLC	2/13/2018	\$500.00	CONTINUING DISCLOSURE 2016 201
Paid Chk# 041587	IMAGE PRINTING INC	2/13/2018	\$379.71	ENVELOPES
Paid Chk# 041588	INDIGO SIGNWORKS INC	2/13/2018	\$860.10	RINK SIGNS
Paid Chk# 041589	JLG ARCHITECTS	2/13/2018	\$1,366.18	CONSTRUCTION ADMIN
Paid Chk# 041590	KADRMAS LEE & JACKSON INC	2/13/2018	\$10,000.00	MEM BALLPARK RENO
Paid Chk# 041591	KELSCH KELSCH RUFF&KRANDA	2/13/2018	\$80.00	LEGAL FEES
Paid Chk# 041592	LIBERTY BUSINESS SYSTEMS	2/13/2018	\$129.00	OKI DRUM
Paid Chk# 041593	MANDAN POLICE DEPARTMENT	2/13/2018	\$90.00	RR-ANNUAL MONITORING
Paid Chk# 041594	MANDAN PROGRESS	2/13/2018	\$700.00	2018 YEARS OF SERVICE AWARDS
Paid Chk# 041595	MANDAN SPECIAL OLYMPICS	2/13/2018	\$200.00	DONATION
Paid Chk# 041596	NORTH DAKOTA INSURANCE	2/13/2018	\$10,549.81	ADDN PREMIUM SPORTS COMPLEX 9/
Paid Chk# 041597	NDACO RESOURCES GROUP INC	2/13/2018	\$3,753.69	STANDARD RENEWAL
Paid Chk# 041598	NORTHERN TROPHY &	2/13/2018	\$2,142.35	WINTER DAZE SHIRTS
Paid Chk# 041599	PURCHASE POWER	2/13/2018	\$208.99	POSTAGE
Paid Chk# 041600	PITNEY BOWES	2/13/2018	\$80.74	INK
Paid Chk# 041601	PRAXAIR	2/13/2018	\$182.85	TANK MAINTENANCE
Paid Chk# 041602	RED RIVER REFRIGERATION	2/13/2018	\$1,237.80	COMPRESSOR REPAIRS AND LABOR
Paid Chk# 041603	RIGGING & TOOLS INC	2/13/2018	\$344.10	flooding hose work repair
Paid Chk# 041604	NICOLE SCHERR	2/13/2018	\$70.89	MILEAGE
Paid Chk# 041605	ST. ALEXIUS MEDICAL CENTER	2/13/2018	\$250.00	EAP
Paid Chk# 041606	STEINS INC	2/13/2018	\$78.75	BUMPER
Paid Chk# 041607	TRANSTRASH	2/13/2018	\$480.00	GARBAGE SERVICES
Paid Chk# 041608	VERMONT SYSTEMS INC	2/13/2018	\$8,954.55	WEBTRAC
Paid Chk# 041609	WEIGEL, KENDRA	2/13/2018	\$42.13	MILEAGE
Paid Chk# 041610	WEST FARGO BASEBALL	2/13/2018	\$1,300.00	TOURNAMENT FEE
Paid Chk# 041611	WINFIELD SOLUTIONS LLC	2/13/2018	\$29,954.86	FERTILIZER
	Total Checks		\$122,200.23	

2/9/18 Payroll \$47,186.51
2/23/18 Payroll \$45,228.40

US Bank \$11,651.98

Motion to adjourn the meeting was at approximately 6:23pm. Motion made by Vice President Knoll, seconded by Commissioner Hatzenhuhler. Motion passes.

Cole Higlin
Clerk, Mandan Park District

Jason Arenz
President, Board of Park Commissioner