

Mandan Park District
Board Meeting Minutes
July 8, 2019

The Board of Park Commissioners duly met in special session on Monday, July 8, 2019 at City Hall 205 2nd Ave NW in the Bosch Froelich room.

Attendees:

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

Park District Staff present: Director Cole Higlin,

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

Public Communication: No one appeared.

Minutes: Motion by Commissioner Arenz and seconded by Commissioner Hatzenbuhler to approve the June 10, 2019 regular meeting. Motion passes 5-0.

Unfinished Business:

Item # 1: Director Higlin updated the board on the Memorial Ballpark construction and stated that additional items were added to the project. Total cost for construction was around \$2.53 million and our agreement states that any overages on the project belong to the Mandan Baseball Club. There were an additional \$61,000 of additions over and above the \$2.58 million project is relatively complete. Commissioner Arenz questioned cracks in the concrete and asked how they will be dealt with. Director Higlin stated that the building is settling and NWC is aware of them and will monitor them as needed.

Item # 2: President Meshke presented a summary of comments on HA Kautzmann Park Public. Director Higlin stated estimates were around \$700,000 to \$1 million based on all the public comments. Director Higlin wanted to emphasize selecting a year that we would improve the park at our retreat next week. Director Higlin stated that Kelly Churchill will email all of the 53 people that attended the public hearing and share the final master plan with all of them. President Meshke stated at the retreat we will need to determine the funding allocation and the year we want to start the project.

New Business:

Item # 1: Accounting Manager Teri Welch presented a proposal with Haga Kommer for a four year auditing agreement. Accounting Manager Welch stated that Haga Kommer has completed our audit for many years and it was her recommendation to approve a four year audit agreement. Motion by Commissioner Knoll to approve Haga Kommer for a four year contract for auditing services. Seconded by Commissioner Mehlhoff. Motion passes 5-0.

Items # 2: Director Higlin presented approval for out of state travel to attend the NRPA conference Sept 24-27, 2019 in Baltimore, MD. Director Higlin requested approval for Commissioner Mehlhoff, President Meschke, and one Park District employee to attend. Motion by Vice President Arenz and seconded by Commissioner Hatzenbuhler for three staff and/or Park Commissioners to attend. Motion passes 5-0.

Item # 3: Director Higlin presented three requests for funding from the Matching Grant. Mandan Lions requested \$5,000 for an outdoor shelter at DCP, Mandan Soccer shed replacement \$4,000, and Mandan Tennis Association \$1,100. Director Higlin stated that the committee felt Mandan Soccer Club was awarded in January 2019 and has not completed their grant request at this time. This will allow us to fund new organizations. Motion by Commissioner Knoll to award matching grant funds to the Mandan Lions in the amount of \$5,000 and Mandan Tennis Association in the amount of \$1,100. Seconded by VP Arenz. Motion passes 5-0.

Items # 4: Director Higlin presented the 2019 annual budget retreat agenda and asked for any changes or items that the board would like to add. There were no additions to the agenda. President Meshke stated that the retreat will be at 4pm on July 17.

Item #5: President Meshke discussed the many emails that Mr. S Paul Jordan is presenting to Park District staff. Director Higlin stated that we typically get five open records requests a year. Mr. Jordan continues to follow up with additional requests that seems to be a never ending process. Director Higlin spoke with Attorney Ruff and stated that by law we do not need to accept emails for open records request. Attorney Ruff stated that we can require open requests be in writing or in person. Since Mr. Jordan has an outstanding payment for prior open records requests, Attorney Ruff stated that we do not have to respond to additional open record request until his payment is paid. Motion by VP Arenz to require S Paul Jordan open records requests either in person or in writing and funds need to be collected up front. President Meshke wanted Attorney Ruff to clarify funds must be paid prior to picking up his requests. Attorney Ruff stated that we can give Mr. Jordan an estimate of cost prior releasing open records requests. Seconded by Commissioner Hatzenbuhler. Motion passes 5-0.

Commissioner/Staff Reports: Director Higlin updated the board on Old Red Trail reconstruction has been postponed until 2021 due to lack of funding. This will impact 16th Street NE bid pricing as we wanted to bid them in the same year. Discussion on 16th Street NE selection of engineering services was questioned by the City of Mandan Commissioners. Director Higlin stated that assessment allocation has been discussion between all three parities. Commissioner Knoll wanted to thank the district maintenance department for having all of our facilities.

Commissioner Hatzenbuhler asked why the gates were not open for parade contestants to use the DCP restrooms. Director Higlin stated that no Park District staff have unlocked the gates during the parade preparations to protect all the merchandise inside the complex. In order to solve the matter, Mandan Progress Organization Del Wetsch needs to unlock the gates if that is what he wants. The Park District has an agreement with Mandan Progress Organization about one another's roles for all the festivities at DCP>

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

**MANDAN PARK DISTRICT
*Check Summary Register**

Paid Chk# 042534	ABRASIVES INC	7/9/2019	\$8,559.80	SAND-PW
Paid Chk# 042535	AVI SYSTEMS	7/9/2019	\$14,699.59	MEM BALLPARK STEREO SYSTEM
Paid Chk# 042536	BISMARCK LARKS	7/9/2019	\$850.00	SMAC KIDS EVENT LARKS GAME
Paid Chk# 042537	C & H GLASS COMPANY	7/9/2019	\$449.00	DOOR CLOSER ASA
Paid Chk# 042538	CENTURY LINK	7/9/2019	\$309.49	BASEBALL PHONE-INTERNET
Paid Chk# 042539	DAKOTA FENCE	7/9/2019	\$1,285.00	LEGION PARK REPAIR FENCE-INS R
Paid Chk# 042540	DAKOTA FIRE STATION	7/9/2019	\$303.00	ASA ANNUAL FIRE EXT INSPECTION
Paid Chk# 042541	DAKOTA PLAYGROUND	7/9/2019	\$2,837.00	BSB TABLES MEM BALLPARK
Paid Chk# 042542	DAKOTA STAR GYMNASTICS	7/9/2019	\$425.33	JUNE HEALTH INSURANCE REIMB
Paid Chk# 042543	DEAN FOODS NORTH CENTRAL	7/9/2019	\$739.47	SUMMER MAC MILK SUPPLY
Paid Chk# 042544	DIRK PLUMBING & HEATING INC	7/9/2019	\$1,215.00	ASA BOILER SERVICE CALL
Paid Chk# 042545	ELECTRIC SYSTEMS INC	7/9/2019	\$240.00	LOCATE UNDERGROUND-MEM BALLPAR
Paid Chk# 042546	ELECTRO WATCHMAN INC	7/9/2019	\$128.00	RR SERVICE CALL
Paid Chk# 042547	EMBROIDME	7/9/2019	\$2,000.00	RR COOLING TOWELS
Paid Chk# 042548	FETZER ELECTRIC	7/9/2019	\$160.00	FIX LIGHTS-SSC
Paid Chk# 042549	FRANZ REPOGRAPHICS	7/9/2019	\$54.00	MEM BALLPARK PHOTOS
Paid Chk# 042550	DAVE FRUEH	7/9/2019	\$102.00	MILEAGE-REC PROGRAMS
Paid Chk# 042551	GOVERNMENT FINANCE	7/9/2019	\$50.00	GAAFR NEWSLETTER SUBSCRIPTION-
Paid Chk# 042552	GREAT PLAINS SECURITY	7/9/2019	\$648.50	PARK SHOP SECURITY SYSTEM
Paid Chk# 042553	HAGA KOMMER CPAS	7/9/2019	\$12,500.00	2018 AUDIT FEE
Paid Chk# 042554	HAWKINS INC	7/9/2019	\$8,082.06	CHEMICALS FOR RR WATER
Paid Chk# 042555	INNOVATIVE OFFICE	7/9/2019	\$131.79	PAPER-ADMIN
Paid Chk# 042556	KADRMAS LEE & JACKSON INC	7/9/2019	\$6,864.14	H.A. KAUTZMAN MASTER PLAN-PREL
Paid Chk# 042557	MANDAN POLICE DEPARTMENT	7/9/2019	\$150.00	SSC ALARM FEES
Paid Chk# 042558	MANDAN KIWANIS	7/9/2019	\$300.00	SPONSORSHIP
Paid Chk# 042559	MANN SIGNS INC	7/9/2019	\$730.00	BALL PARK RENO MESH BANNERS ON
Paid Chk# 042560	MARKS HEATING & COOLING	7/9/2019	\$483.30	PW ICE MACHINE REPAIR
Paid Chk# 042561	NDACO	7/9/2019	\$2,078.67	AUG I.T. SERVICES
Paid Chk# 042562	NDIRF	7/9/2019	\$34,864.20	PROPERTY INSURANCE
Paid Chk# 042563	NORTHERN TROPHY &	7/9/2019	\$5,113.30	DAY BALL SHIRTS
Paid Chk# 042564	PITNEY BOWES	7/9/2019	\$286.98	INK FOR POSTAGE
Paid Chk# 042565	PITNEY BOWES RESERVE	7/9/2019	\$200.00	POSTAGE-ADMIN
Paid Chk# 042566	PLAISTED COMPANIES INC	7/9/2019	\$1,781.62	SAND-PW
Paid Chk# 042567	PRECISION SMALL ENGINE	7/9/2019	\$5.35	PLUG BOOT, TERMINAL-SHOP
Paid Chk# 042568	RED RIVER REFRIGERATION	7/9/2019	\$1,928.00	AMMONIA-SSC
Paid Chk# 042569	RENNERS LAWN SPRINKLING	7/9/2019	\$450.00	IRRIGATION-MEM BALLPARK RENO
Paid Chk# 042570	NICOLE SCHERR	7/9/2019	\$38.76	MILEAGE-SMAC

Paid Chk# 042571	SPIFFY BIFFS	7/9/2019	\$442.00	TOILET-TENNIS @ MMS
Paid Chk# 042572	STARION INSURANCE	7/9/2019	\$59.00	NDIRF ADDED NEW BOBCAT
Paid Chk# 042573	STUCKSOLID GRAPHICS	7/9/2019	\$100.00	H.A. KAUTZMANN PARK SIGN
Paid Chk# 042574	SUPERIOR TECH PRODUCTS	7/9/2019	\$5,565.33	GROOMER BRUSH
Paid Chk# 042575	ADOLPH KEIFER AND	7/9/2019	\$132.42	WHISTLES
Paid Chk# 042576	US FOOD SERVICES INC	7/9/2019	\$13,686.80	RR GREASE BUCKETS
Paid Chk# 042577	VERMONT SYSTEMS INC	7/9/2019	\$496.00	VSI GIFT CARDS
Paid Chk# 042578	WHITEWATER WEST INDUSTRIES	7/9/2019	\$6,265.01	WAVE POOL CONTROLLER

	Total Checks	\$137,789.91
US Bank		\$ 31,422.17
7/12/19 Payroll		\$120,598.72
7/26/19 Payroll		\$129,124.74

Motion to adjourn the meeting was at approximately 6:09pm. Motion made by Commissioner Arenz, seconded by Commissioner Knoll. Motion passes 5-0.



 Cole Higlin
 Clerk, Mandan Park District



 Wade Meschke
 President, Board of Park Commissioner

