

Mandan Park District
Board Meeting Minutes
June 8, 2020

The Board of Park Commissioners duly met in special session on Monday, June 8, 2020 at City Hall 205 2nd 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: Cole Higlin, Dave Frueh, Teri Welch, Dustin Fleck, and Brad Olson.

Legal Council: Arlen Ruff

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

Public Communication: Will Dirk appeared to request the Park Commissioners to consider constructing an outdoor pool that was more affordable than Raging Rivers.

Minutes: Motion by VP Arenz and seconded by Commissioner Hatzenbuhler to approve the May11, 2020 regular meeting. Motion passes 5-0.

Item 1: Each Manager provide an overview of the restart process implemented to reopen the Park District after Covid 19 guidelines.

- a) Park Operations; Dustin Fleck stated that all seasonal staff were hired after Memorial Day. Since McQuades was cancelled and spring high school sports were cancelled, we reduced to seven seasonal staff. We were able to start KC Park and HA Kautzmann Park in April and normally we wouldn't start the project until this fall. Citizens are happy getting out and using our facilities, especially the trails. President Meschke asked about HA Kautzmann Park seeding the grass. Park Operations Fleck stated that the project will be done in stages. Commissioner Arenz asked what the overall savings would be for going to a turf field at Memorial Ballpark. The savings was in mowing, fertilizer, field maintenance, baseball club volunteer work, and we had a well for watering. Commissioner Arenz asked if majority of the savings were in man hours and fertilizer.
- b) Recreation & Facilities; Dave Frueh stated that all youth programs started today and evening baseball started last week. Concerns are late registrations trying to find spots for them as parents were deciding if they wanted their child in a program. We cancelled two programs but provided an option as we moved them to the evening programs. Track, tennis, and Summer MAC programs have strong numbers. At the Starion Sports Complex we are installing ice on the Cadillac Rink and will be a busy summer with ice rentals. Minnesota is shut down for the summer and looking at bringing two more tournaments to Mandan since rinks are closed in Minnesota.
- c) Golf Operations; Brad Olson provided an update on tracking zip codes. Municipal Golf Course has about a 50/50 Bismarck vs Mandan patrons. Prairie West is 70% Bismarck, 25% Mandan, and others from outside the area. Currently operating the pro shop with a table in front of the tills to provide a safe distance. President Meschke asked about tournaments potentially cancelled. Golf Operations Manager Olson stated that they are starting to reschedule and we have our two largest events coming up this week. So far tournaments are doing well with attendance. Commissioner Hatzenbuhler asked about game days and Olson stated that we are really busy and some folks do not want to participate in the game days. Commissioner Arenz stated that we are on a record pace for revenue and congrats to the golf staff.
- d) Accounting & Finance; Teri Welch discussed the 2019 audit as it will be delayed a month due to Covid related issues with their staff, and we will present it at the July board meeting. The sales tax collections for the Sports Complex revenue bond payment is \$1.1 million. Once the current year debt obligations are met, we previously had used excess revenue to pay down the principal. This year, however, we are taking excess revenue and leaving it in a surplus account at the Bank of ND in case we are short in 2021. (

This was decided jointly with the City of Mandan, as they actually carry the debt.) Currently we have \$378,000 in surplus for next year that will be in the surplus fund until we have a better understanding of what the future brings. Final update was a review of the 2021 budget milestones to approve the upcoming budget at the retreat.

- e) Admin & Raging Rivers/MAQC; Director Higlin stated that we had our third largest revenue day at Raging Rivers exceeding \$18,000. We decided on May 15 to open the water park and staff worked hard to get it open by May 29. Director Higlin stated that we are requiring citizens to police themselves in regards of social distancing. We are currently operating at 50% occupancy and will monitor the touch points with additional cleaning. We added Clover point of sales system for concessions and we are increasing our revenue by shorting the lines. The Mandan Aquatic Center will open July 6 for swim lessons with reduced orders for open swim due to lack of employees. Faris Field demolition contract was signed this spring and then covid impacted his staff and work schedule. The 2021 budget will discuss the future of design and construction of Faris Field. The 19th Street trail of Phase I should be paved this week and Phase II will have next year. The 16th street road east of Starion Sports Complex project has been put on hold since the developer has changed his plans to construct a building. Director Higlin stated that we are down two full time employees in accounting and a shared position between the Park Operations and the Sports Complex. We currently are not looking to replace them in the 2021 budget, but add seasonal staff and with the goal for 2022 adding the FTE back into the budget. The current Raging Rivers redesign draft is going to require additional changes and we will bring it before the portfolio committee prior to bringing it back to the board.

Item # 3: President Meschke wanted to thank Commissioner Wanda Knoll for serving 16 years as a Park Commissioner. Vice President Arenz present Commissioner Knoll with a plaque thanking her for her service. Commissioner Knoll thanked all the staff and citizens for giving her the opportunity to serve the community.

Commissioner/Staff Reports: President Meschke thanked the staff for picking up additional duties for reducing our liability financially due to covid related issues.

Authorization of payment of the monthly bills. Motion was made by Commissioner Mehlhoff seconded by Commissioner Hatzenbuhler, Motion passes 5-0.

MANDAN PARK DISTRICT *Check Summary Register

June 2020

Name	Check Date	Check Amt
11000 STARION FINANCIAL		
Paid Chk# 043153 ALYEA, CODY	6/9/2020	\$24.37 CELLPHONE REIMB PARKS
Paid Chk# 043154 ASSOCIATED POOL BUILDERS	6/9/2020	\$10,830.00 PAY APP #4 RR WATERFALL/POOL L
Paid Chk# 043155 AYSHFORD JR, WILLIAM	6/9/2020	\$40.00 CELLPHONE REIMB-RR
Paid Chk# 043156 BARTH, DALE	6/9/2020	\$40.00 CELLPHONE REIMB-PARKS
Paid Chk# 043157 BISMARCK MANDAN CHAMBER	6/9/2020	\$295.00 CHAMBER DUES ADMIN
Paid Chk# 043158 CHADS CARPET CLEANING	6/9/2020	\$261.76 CARPET CLEANING-SSC
Paid Chk# 043159 CHURCHILL, KELLY	6/9/2020	\$38.85 CELLPHONE REIMB-ADMIN
Paid Chk# 043160 DAKOTA OUTDOORSCAPES	6/9/2020	\$4,005.00 PW LANDSCAPING PROJECT
Paid Chk# 043161 DAKOTA PLAYGROUND	6/9/2020	\$57,000.00 KC PARK PLAYGROUND INSTALLED
Paid Chk# 043162 DAKOTA SODA & SAND BLASTING	6/9/2020	\$1,150.00 FENCE PANELS-PARKS
Paid Chk# 043163 DAKOTA STAR GYMNASTICS	6/9/2020	\$468.93 REIM AMANDA'S HEALTH INS.PREMI
Paid Chk# 043164 EAST SIDE JERSEY DAIRY INC.	6/9/2020	\$188.54 MILK SMAC
Paid Chk# 043165 ECO FACILITY SERVICES	6/9/2020	\$400.00 CLEAN OFFICE ADMIN
Paid Chk# 043166 FRUEH, DAVE	6/9/2020	\$55.20 MILEAGE - REC
Paid Chk# 043167 GOYNE, ROHELLE	6/9/2020	\$23.64 LYSOL SPRAY-COVID-SMAC
Paid Chk# 043168 GREAT PLAINS SECURITY	6/9/2020	\$471.75 SERVICE CALL & SUPPLIES-RR
Paid Chk# 043169 HAWKINS INC	6/9/2020	\$3,899.70 POOL CHEMICALS-RR
Paid Chk# 043170 INNOVATIVE OFFICE	6/9/2020	\$111.50 LAMINATING PAPER ADMIN
Paid Chk# 043171 JOHS, CASEY	6/9/2020	\$14.98 DISINFECTING WIPES-COVID- BASE
Paid Chk# 043172 KK BOLD	6/9/2020	\$1,520.00 WEBSITE UPDATES

Paid Chk# 043173	MANDAN PROGRESS	6/9/2020	\$100.00	ANNUAL MEMBERSHIP DUES
Paid Chk# 043174	MANN SIGNS INC	6/9/2020	\$115.00	PLAQUE FOR COMMISSIONER KNOLL
Paid Chk# 043175	NACHATILO, JOSHUA	6/9/2020	\$37.53	CELLPHONE REIMB-ADMIN
Paid Chk# 043176	PIONEER ATHLETICS	6/9/2020	\$3,654.00	BRIGHT STRIPE WHITE-PARKS
Paid Chk# 043177	PREBLE MEDICAL SERVICES	6/9/2020	\$85.00	POST-ACCIDENT DRUG TEST
Paid Chk# 043178	SPIFFY BIFFS	6/9/2020	\$545.00	PORTABLE RESTROOM- PW
Paid Chk# 043179	STEINS INC	6/9/2020	\$57.31	SOAP FOR BATHHOUSE-RR
Paid Chk# 043180	US FOOD SERVICES INC	6/9/2020	\$4,617.89	CONCESSION FOOD-RR
Paid Chk# 043181	US STANDARD PRODUCTS	6/9/2020	\$1,367.50	LATEX GLOVES, SHIELDS-RR
Paid Chk# 043182	VERMONT SYSTEMS INC	6/9/2020	\$315.00	VSI ADD ON USERS
Paid Chk# 043183	WESTERENG, JOHN	6/9/2020	\$15.00	CELLPHONE REIMB-MM
Paid Chk# 043184	YAMAHA MOTOR FINANCE	6/9/2020	\$60,139.66	CART RENTAL LEASE
	Total Checks		\$ 151,888.11	

US Bank P-cards	\$ 17,119.43
6/12/20 Payroll	\$100,852.41
6/26/20 Payroll	\$116,868.59

Motion to adjourn the meeting was at approximately 6:15pm. Motion made by Commissioner Knoll, seconded by Commissioner Mehlhoff. Motion passes 5-0.

Cole Higlin

[Cole Higlin \(Jul 14, 2020 08:16 CDT\)](#)

Cole Higlin
Clerk, Mandan Park District



Wade Meschke
President, Board of Park Commissioner









June 8 2020 min

Final Audit Report

2020-07-14

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