

Mandan Park District
Board Meeting Minutes
May 11, 2020

The Board of Park Commissioners duly met in special session on Monday, May 11, 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: No one appeared

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

Item 1: Director Higlin requested approval to transferring funds for the Raging Rivers waterfall and catch pool lining project from the Capital Improvement Fund in the amount of \$162,000 to the Raging Rivers Fund while approving the change orders in the amount of \$9,300. Director Higlin explained that with paying our debt service payment in March instead of this fall and not completing the water fall improvements in 2019, the Raging Rivers Fund balance is lower than anticipated due to the coronavirus. Our potential opening date has not been determined as guidelines are changing daily. Director Higlin stated that if we do not open, we would be required to refund \$70,000 back to season pass holders. We would only transfer the funds if needed. Motion by Commissioner Knoll and seconded by VP Arenz to approve transferring \$162,000 to the Raging Rivers Fund if needed. Motion carries, 5-0.

Item 2: Recreation & Facilities Supervisor Frueh updated the board that Dakota Star Gymnastics would like to defer their rent payment at the Sports Complex until they receive their payroll loan grant. Staff supports deferring the rent payment, but wanted to inform the board. No motion was needed. The payment should be received later this month. Dakota Star Gymnastics laid off their employees with the exception of two employees whose hours are reduced.

Item # 3: Update on reopening dates and plans for district facilities and programs:

Administration Office: May 18

Open fields and Green space: May 18

Raging Rivers: May 29

All Seasons Arena: June 1

Aquatic Center: July 6

SSC: June 15

DCP: TBD

Summer Mac: June 1

Evening baseball: May 26

Adult Sand VB: May 27

Pee Wee Baseball: June 6

Day Ball: June 6

Track & Field: June 6

Tennis: June 1

Graduation will take place at the Sports Complex between May 24-26 depending on the weather. The School District is responsible for protocols to provide a safe environment.

Golf Operations Manager Olson presented a summary of rounds and zip codes of where golfers are coming from. 62% of our golfers come from Bismarck while 7% are from outside the Bismarck/Mandan area. We haven't been allowing customers inside the building and are operating from a window. We are now back to normal tee times and allowing golfers the option to share cart rentals.

Operations Superintendent Fleck has allowed access to all green space areas including fields, but limiting the size of the groups. We started out spraying parks twice a week and now we are no longer spraying them per CDC guidelines. We were spending 32 hours a week spraying the park systems. Public water fountains will not be open this summer to eliminate the touch points. Frequently touch points are cleaned daily. This spring we were able to address HA Kautzmann Park and KC Park while spring sports were put on hold. The road on the west side of DCP was completed to accommodate adjacent property owners concerns with dust from vehicles. Since the covid 19 started, our trail use has increased along with garbage. Memorial Ballpark had some warranty work completed on painting and sealing the concrete cracks, and installation of the solar lights.

Director Higlin updated the board on the Raging Rivers potential opening date is May 29 and push the opening date back one week pending on the Governors recommendations for occupancy. We are staffed at 90% currently and May 18 is the date to determine if we plan on opening. The Aquatic Center is on school property and so we are currently not able to open the facility. The waivers are required by organizations and individuals that use our facilities. These waivers were reviewed by Attorney Ruff.

Full Time staff were paid through the entire time we were shut down. Some staff were reallocated to other departments to assist in saving wages and we added a hiring freeze on seasonal staff until further notice.

Accounting Manager Welch stated that we refunded the following or cancelled the following:

- \$2,000 in shelter rentals.
- \$9,000 in youth volleyball programs.
- \$55,000 refunds to MAC programs for 2.5 months that it was cancelled.
- Sports complex lost \$15,000 of ice rent.
- Golf Course had \$10,000 in tournaments cancelled.
- MAQC was closed for two months where we lost \$8,000.

The total financial impact of the district is about \$72,000. We had each department submit potential cuts in expenses to minimize any impact to the fund balance. We have currently lost one full time employee in accounting and are trying to absorb those duties between two staff.

Item # 4: Accounting Manager Welch presented the 2021 budget timeline.

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**
 May 2020

Name	Check Date	Check Amt	
11000 STARION FINANCIAL			
Paid Chk# 043102	ALYEA, CODY	5/12/2020	\$24.37 CELL PHONE REIMBURSEMENT APR-P
Paid Chk# 043103	AMERICAN RESURFACING INC.	5/12/2020	\$48,160.00 PARKING LOT/CLUB HOUSE CONCRET
Paid Chk# 043104	ASSOCIATED POOL BUILDERS INC	5/12/2020	\$46,958.50 RR IMPR PROJECT-WATERFALL, CAT
Paid Chk# 043105	BARTH, DALE	5/12/2020	\$66.26 CELL PHONE REMBURSEMENT APR-PA
Paid Chk# 043106	BOWERS EXCAVATING, LLC	5/12/2020	\$4,764.00 TEE BOX DIRT WORK PW
Paid Chk# 043107	BROCK WHITE CO. LLC	5/12/2020	\$1,072.71 TEE BOX PROJECT PW
Paid Chk# 043108	BSN SPORTS	5/12/2020	\$455.00 VOLLEYBALLS
Paid Chk# 043109	CHESAK SEED HOUSE	5/12/2020	\$676.00 GRASS SEED, FERTILIZER-PW
Paid Chk# 043110	CITY OF MANDAN	5/12/2020	\$250.00 NEW APPROACH AT DCP/SOCCER COM
Paid Chk# 043111	DAKOTA STAR GYMNASTICS	5/12/2020	\$468.93 APR HEALTH INSURANCE REIM FOR
Paid Chk# 043112	DIRECT MED	5/12/2020	\$240.00 HAND SANITIZER-COVID-19-SHOP
Paid Chk# 043113	DIRK PLUMBING & HEATING INC	5/12/2020	\$795.76 PUMP REBUILD ASA
Paid Chk# 043114	ELECTRIC SYSTEMS INC	5/12/2020	\$2,185.00 PW PARKING LOT IMPROVEMENTS -
Paid Chk# 043115	FERGUSON ENTERPRISES INC	5/12/2020	\$1,551.95 IRRIGATION SUPPLIES PW
Paid Chk# 043116	FRUEH, DAVE	5/12/2020	\$48.30 APRIL MILEAGE-REC
Paid Chk# 043117	GREAT PLAINS SECURITY	5/12/2020	\$480.00 MM ANNUAL CONTRACT FOR ELECTRO
Paid Chk# 043118	GRONDAHL RECREATION	5/12/2020	\$3,152.00 BB OUTFITS
Paid Chk# 043119	HANDYMAN DEL	5/12/2020	\$120.46 REPLACE AND FLUSH VALVE AND WA
Paid Chk# 043120	J.T. FIRE, LLC	5/12/2020	\$139.00 ANNUAL FIRE EXTINGUISHER TESTS
Paid Chk# 043121	KK BOLD	5/12/2020	\$540.00 ANNUAL WEBSITE HOSTING
Paid Chk# 043122	MANDAN PROGRESS ORGANIZAT	5/12/2020	\$100.00 MPO ANNUAL DUES 2020
Paid Chk# 043123	NACHATILO, JOSHUA	5/12/2020	\$71.17 PRINTER CARTRIDGE REIMBURSEMEN
Paid Chk# 043124	NORTHERN TROPHY &	5/12/2020	\$689.00 SMAC ART
Paid Chk# 043125	NORTHWEST CONTRACTING INC	5/12/2020	\$61,162.00 HAIL DAMAGE REPAIRS/ REPLACED
Paid Chk# 043126	NRG TECHNOLOGY SERVICES	5/12/2020	\$6,520.14 SAMSUNG 860 EVO-DAVE'S COMPUTE
Paid Chk# 043127	RIVARDS TURF AND FORAGE	5/12/2020	\$706.75 GRASS SEED FOR TEE BOX RENOVAT
Paid Chk# 043128	NICOLE SCHERR	5/12/2020	\$103.46 MARCH MILEAGE-MAC
Paid Chk# 043129	SPECIALTY LOCK AND SAFE	5/12/2020	\$1,507.20 PADLOCKS AND KEYS-RR
Paid Chk# 043130	ST. ALEXIUS MEDICAL CENTER	5/12/2020	\$250.00 1ST QTR EAP SERVICE
Paid Chk# 043131	JOHN WEEDA	5/12/2020	\$1,623.01 PROP TAX REIMB-TEAMSTERS PARK
Paid Chk# 043132	WELCH, TERI	5/12/2020	\$25.72 CELL PHONE REIMBURSEMENT APR-A
Paid Chk# 043133	WESTERENG, JOHN	5/12/2020	\$15.00 CELL PHONE REIMBURSEMENT MAR M
Paid Chk# 043134	WWGOETSCH	5/12/2020	\$2,162.30 PUMP/SEAL BRACKET/SLEEVE KIT

Total Checks	\$187,083.99
US Bank	\$ 9,530.46
5/1/20 Payroll	\$48,087.56
5/15/20 Payroll	\$53,265.69
5/31/20 Payroll	\$62,481.48

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 \(Jun 9, 2020 13:47 CDT\)](#)

Cole Higlin
Clerk, Mandan Park District



Wade Meschke
President, Board of Park Commissioner









May 11 2020 min

Final Audit Report

2020-06-09

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