

Mandan Park District
Board Meeting Minutes
September 14, 2020

The Board of Park Commissioners duly met in special session on Monday, September 14, 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, Jen Froehlich and Miles Mehlhoff.

Park District Staff present: Teri Welch, Dustin Fleck, Dave Frueh, Brad Olson and Cole Higlin.

Legal Council: Arlen Ruff

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

Public Communication: No one appeared.

Minutes: Motion by Commissioner Mehlhoff and seconded by Commissioner Froehlich to approve the August 10, 2020 regular meeting. Motion passes 5-0.

Item #1: Director Higlin introduced Mandan Kiwanis President Todd Humphrey and fellow Kiwanian Austin Kahler to present the Park District a check in the amount of \$17,775. The \$10,000 is the third payment of five for the renovation of Memorial Ballpark and the \$7,775 is the donation to youth baseball. President Meschke thanked all the Mandan Kiwanis for years of donations to the Mandan Park District.

Item #2: Director Higlin presented a request from the Mandan Progress Organization (MPO) in the amount of \$375 as part of their local match for the Dept. of Commerce grant. The MPO would like to use the funds to upgrade their visitor's center for literature rack, bulletin board, lpad, lpad stand, coffee machine, and coffee cup storage rack. Director Higlin stated that annually the Park District allocates \$3,000 to the MPO to assist with their activities to grow their events and bring people to town. Discussion on among the commissioners was to table the request until MPO has reached out to the other entities spelled out in her grant application which did not include the Park District.

Item # 3: Director Higlin presented North Dakota Recreation and Park Association legislative items that they potentially allocate federal funds from the Coronavirus Relief Fund. Our association in conjunction with the Special Districts Essential Services Act are requesting 5% of state funds that was approved to each state for lost revenue. The Mandan Park District currently has lost \$130,000 since mid-March through May, 2020. The process would require release of funds within 60 days once received and our limit of allocation would be determined by the highest of expenses during any quarter in 2019. We had a conference call with Senator Hoeven's office and are now trying to schedule a meeting with Governor Burgum's office as they are the local jurisdiction.

Item # 4: Golf Operations Manager Brad Olson stated that hole # 14 is completed and wanted to thank the Mandan Hockey Club for their \$9,000 conservation donation and Bower's Excavating for the donation of equipment and labor to reconstruct the earthwork adjacent to the homes, along with a liner for the pond. With the donation we were able to save around \$25,000 which will be reallocated towards other needs on the golf course.

Item # 5: Park Operations Manager Dustin Fleck updated the board on HA Kautzman Park renovation. The park is 80% complete and the public has been using the playground equipment. We plan on seeding the park this week since the temperatures are cooperating. We have over three acres to seed and we do not have any irrigation system in the park. Currently we are under budget with only a few minor bills remaining.

Item 6: Director Higlin updated the board on the southside special assessment project. The Park District was originally estimated to have assessments at \$1.4 million since we have 53% of the land in the assessment project. The Park District's actual assessment is \$1,090,000, and that is a 20 year assessment. We will re-evaluate our mill levies at our July 2021 retreat. The savings were due to construction costs coming in under engineer estimates and the City of Mandan allocating \$1.5 million using Prairie Dog funds to lessen the burden on the area's properties.

Item 7: Accounting Manager Welch presented the 2021 second and final budget reading of Ordinance 1052 making the annual appropriations for the fiscal year for 2021.

2021 Final Budget Summary:

	Revenue	Expense
General Fund	\$4,769,600	\$4,769,600
Special Assessment	\$ 246,900	\$ 141,000
Capital Improvement	\$ 491,750	\$ 491,750
Raging Rivers	\$ 673,400	\$ 663,900
Refunding Bonds	\$ 174,000	\$ 174,000
Flex Spending	\$ 5,000	\$ 5,000
Vision Fund	\$ 62,500	\$ 0
Total All Funds	\$6,423,150	\$6,245,250

Accounting Manager Welch gave a brief review of the projected mill value at \$100,771, based upon preliminary taxable valuation figures for the City of Mandan. With the Park District’s desire to keep the total mill levy at 28.98, which is the same as last year, there will be an additional \$131,823 in property tax dollars levied, due to the projected increase in the value of the mill.

For a property owner with a home valued at \$275,000 and no increase in valuation, there should be no increase in Park District property taxes. For a property owner whose \$275,000 home experienced a 3.4% increase in valuation, Park District taxes may increase approximately \$12 for the year.

Taxes levied by the Park District are as follows:

General Fund	\$2,164,563
Park’s Share of Special Assessments Fund	\$ 251,928
Capital Improvement Fund	\$ 503,855

Motion by Commissioner Hatzenbuhler and seconded by Vice President Arenz approving the 2021 final budget reading as presented. Motion passes 5-0.

Authorization of payment of the monthly bills. Motion was made by Vice President Arenz and seconded by Commissioner Froehlich, Motion passes 5-0.

**MANDAN PARK DISTRICT
*Check Summary Register**

September 2020

Name	Check Date	Check Amt
11000 STARION FINANCIAL		
Paid Chk# 043326 ALYEA, CODY	9/15/2020	\$24.37 CELLPHONE REIMB.-PARKS
Paid Chk# 043327 AMERICAN RESURFACING INC.	9/15/2020	\$33,952.00 CITY SIDEWALK-HA KAUTZMANN PAR
Paid Chk# 043328 ANYTHING WEATHER	9/15/2020	\$3,759.40 I STRIKE YEARLY SUBSCRIPTION-P
Paid Chk# 043329 AVI SYSTEMS	9/15/2020	\$500.00 FIRE ALARM TESTING-SSC
Paid Chk# 043330 BABE RUTH LEAGUE	9/15/2020	\$0.00 VOID-RE-ISSUED CK# 43375
Paid Chk# 043331 BARTH, DALE	9/15/2020	\$32.68 CELLPHONE REIMB.-PARKS
Paid Chk# 043332 BSN SPORTS	9/15/2020	\$13,983.14 BASEBALL T-SHIRTS-COACHES
Paid Chk# 043333 CHURCHILL, KELLY	9/15/2020	\$38.61 JULY CELLPHONE REIMB.-ADMIN
Paid Chk# 043334 CITY OF MANDAN	9/15/2020	\$2,500.00 COMMUNITY CALENDAR PROJECT
Paid Chk# 043335 DAKOTA CAULKING	9/15/2020	\$7,470.00 CAULK TENNIS COURT-HA KAUTZMAN
Paid Chk# 043336 DAKOTA FENCE	9/15/2020	\$21,190.00 CHAIN LINK-HA KAUTZMANN PARK
Paid Chk# 043337 DAKOTA PLAYGROUND	9/15/2020	\$86,439.72 PLAYGROUND INSTALL-HA KAUTZMAN
Paid Chk# 043338 DAKOTA SODA & SAND BLASTING	9/15/2020	\$450.00 SANDBLAST SHELTER-HA KAUTZMANN
Paid Chk# 043339 DAKOTA STAR GYMNASTICS	9/15/2020	\$468.93 REIMB. AMANDA’S AUG. HEALTH IN
Paid Chk# 043340 DEUCES WILD SEPTIC	9/15/2020	\$300.00 SEPTIC TANK CLEANOUT-SOFTBALL
Paid Chk# 043341 ELECTRIC SYSTEMS INC	9/15/2020	\$16,960.00 PARKING LOT/SIDEWALK LIGHTS -P
Paid Chk# 043342 EXTREME CLEANING	9/15/2020	\$675.00 CLEAN GREASE FROM DUCT/GRILL/F
Paid Chk# 043343 DUSTIN FLECK	9/15/2020	\$174.77 STRIPING PAINT-PARKS-REIMB. FO

Paid Chk# 043344	FRUEH, DAVE	9/15/2020	\$80.50	AUG. MILEAGE REIMB.-REC
Paid Chk# 043345	GREAT PLAINS SECURITY	9/15/2020	\$190.00	DOOR SENSOR REPAIR-RR
Paid Chk# 043346	GRONDAHL RECREATION	9/15/2020	\$2,793.00	FALL PROTECTION-HA KAUTZMANN P
Paid Chk# 043347	HANDYMAN DEL	9/15/2020	\$57.82	TOILET TANK REPAIR-PW
Paid Chk# 043348	HAWKINS INC	9/15/2020	\$2,954.60	POOL CHEMICALS-RR
Paid Chk# 043349	JOHS, CASEY	9/15/2020	\$90.28	AUG.MILEAGE REIMB.-AQUA
Paid Chk# 043350	KELSCH RUFF KRANDA NAGLE &	9/15/2020	\$0.00	VOID-ALREADY PD BY CC
Paid Chk# 043351	LOWER HEART WATER	9/15/2020	\$3,800.00	2020 LAND RENT-PW
Paid Chk# 043352	MANDAN BRAVES BOYS	9/15/2020	\$200.00	1/2 PG AD IN HOCKEY PROGRAM
Paid Chk# 043353	MANDAN PUBLIC SCHOOLS	9/15/2020	\$5,000.00	SCHOOL DISTRICT'S SHARE (50%)
Paid Chk# 043354	MTI DISTRIBUTING INC	9/15/2020	\$453.42	MOWER PARTS-MM
Paid Chk# 043355	NEUBERGER, TERRY	9/15/2020	\$800.00	JULY OFFICE CLEANING-ADMIN
Paid Chk# 043356	NORTHERN TROPHY &	9/15/2020	\$2,039.00	T-SHIRTS-YTH BASKETBALL
Paid Chk# 043357	NOVA FIRE PROTECTION INC	9/15/2020	\$300.00	INSPECTIONS-ASA
Paid Chk# 043358	NRG TECHNOLOGY SERVICES	9/15/2020	\$2,141.83	OCT. I.T. SERVICES-ADMIN
Paid Chk# 043359	PIONEER ATHLETICS	9/15/2020	\$2,940.00	BASEBALL CHALK-PARKS
Paid Chk# 043360	PLAISTED COMPANIES INC	9/15/2020	\$2,083.70	SAND-PW
Paid Chk# 043361	PORTER ERIK	9/15/2020	\$107.86	TENNIS FUN DAY SUPPLIES
Paid Chk# 043362	PREBLE MEDICAL SERVICES	9/15/2020	\$50.00	TYRA PRE-EMPLOYMENT
Paid Chk# 043363	R & R SPECIALTIES INC	9/15/2020	\$1,102.75	ICE PAINT-SSC
Paid Chk# 043364	RED RIVER REFRIGERATION	9/15/2020	\$167.50	COMPRESSOR MAINTENANCE - SSC
Paid Chk# 043365	RIVARDS TURF AND FORAGE	9/15/2020	\$784.97	GRASS SEED-TEE BOX RENOVATION
Paid Chk# 043366	NICOLE SCHERR	9/15/2020	\$67.28	MILEAGE REIMB - SMAC
Paid Chk# 043367	SPIFFY BIFFS	9/15/2020	\$714.00	PORTABLE TOILET- DOG PARK
Paid Chk# 043368	STARION INSURANCE	9/15/2020	\$274.00	VEHICLE INSURANCE-2020 FORD F2
Paid Chk# 043369	STEINS INC	9/15/2020	\$350.00	BATTERIES SSC
Paid Chk# 043370	STRATA CORPORATION	9/15/2020	\$1,219.68	SAND-PW
Paid Chk# 043371	SYSCO	9/15/2020	\$4,852.62	CONCESSIONS FOOD-RR
Paid Chk# 043372	WATSON, TYRA	9/15/2020	\$40.00	CELLPHONE REIMB-RR
Paid Chk# 043373	WELCH, TERI	9/15/2020	\$25.79	JULY CELLPHONE REIMB.-ADMIN
Paid Chk# 043374	WESTERENG, JOHN	9/15/2020	\$15.00	CELL PHONE REIMB - MM
Paid Chk# 043375	ND BABE RUTH BASEBALL	9/15/2020	\$160.00	CAL RIPKEN TEAM REGISTRATION
	Total Checks		\$224,774.22	
	US Bank		\$25,189.31	
	09/04/20 Payroll		\$72,045.31	
	09/18/20 Payroll		\$68,051.36	

Motion to adjourn the meeting was at approximately 6:05pm. Motion made by Commissioner Mehlhoff, seconded by Commissioner Hatzenbuhler. Motion passes 5-0.

Cole Higlin

[Cole Higlin \(Oct 14, 2020 11:10 CDT\)](#)

Cole Higlin
Clerk, Mandan Park District

Wade Meschke

Wade Meschke
President, Board of Park Commissioner

September 14 2020 minutes

Final Audit Report

2020-10-14

Created:	2020-10-14
By:	Kelly Churchill (kchurchill@mandanparks.com)
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