

REGULAR MEETING January 14, 2008

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a regular meeting at the West River Community Center at 4:00 p.m. on Monday, January 14, 2008.

ROLL CALL: Present were Commissioners Mike Lefor, John Gaffaney, Scott Kovash, and Kelly Cooper. Also present were Director James Kramer, Park Operations Manager Scott Mack, Recreation/Facilities Manager Kevin Klipfel, Facility Operations Manager Bob Faulhaber, and Leah Hoenke, Clerk. Commissioner Carol Herauf was absent.

APPROVAL OF MINUTES: Commissioner Kelly Cooper made a motion to approve the minutes of the December 10, 2007 and December 28, 2007 Roundtable Meeting. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

CLAIMS: December 2007 Claims in the amount of \$218,979.65 were presented for approval. Commissioner John Gaffaney made a motion to approve said claims. Motion duly seconded by Commissioner Kelly Cooper. Upon roll call vote, vote was: Ayes: 4 (Lefor, Gaffaney, Kovash, Cooper); Nays: 0; Absent: 1. Motion Carried.

PARKS/PATTERSON LAKE

Parks Project List - Director Kramer said the Parks Project List is for informational purposes. Commissioner John Gaffaney inquired to the status of the Skate Park. Director James Kramer said that it will need to be dismantled and at this point they are trying to work out the pros and cons of how it will be moved. He said we will need to rent a crane to take out in big pieces which is a very complicated process. They are trying to work out whether they will move it once or twice, but hoping to be able to move it only once in the spring to the new site if possible. Director Kramer said he will keep the Board updated on the process.

Park Operations Manager Report - Park Operations Manager Scott Mack reported that his staff is working on completing the agri-lime project at Gress Complex, as well as general maintenance.

RECREATION/FACILITY DEVELOPMENT

Staff Reports (Attachment #2) - For informational purposes.

Recreation/Facilities Manager Report - Recreation/Facilities Manager Kevin Klipfel reported that the recent swim meet held at the community center brought in 160 swimmers. He also said that the upcoming THS/DHS Booster Youth Basketball Tournament will be utilizing gym space at the community center due to their being 108 teams participating. He reported that the Rec Center has been busy with hockey and Learn-to-Skate. He said we had a high enrollment for December's Learn-to-Skate session with 89 enrollees which has been the biggest enrollment to date.

PROJECTS/CAPITAL PLANNING

Facilities Project List (Attachment #3) - For informational purposes.

West River Community Center Financial (Attachment #4) - Director James Kramer reviewed the financial statement. He stated that revenue is up \$70,000 from last year and expenses have increased \$90,000 due to several factors such as the minimum wage increase and increase in utilities. He also pointed out that our Annual/Corporate revenue continues to increase with more users going to paying on a monthly basis either through EFT or payroll payments which makes more of a steady line of revenue throughout the year. President Mike Lefor stated that we haven't yet seen all of the 2007 fee increase due to the staggered renewal dates. Discussion was held on the new towel service implemented in January. Manager Klipfel said that we have brought in \$1,000 in towel revenue to date with 41 people purchasing the service along with 500 towels sold and 400 rented. Director Kramer said that we will market and promote the towel service with upcoming renewals.

West River Community Center Membership Update (Attachment #5) - Director Kramer reviewed the membership totals.

Tennis Pay Applications (Attachment #6-9) - Director Kramer presented the following pay applications for approval.

Denny's Electric (Attachment #6) - Pay application in the amount of \$3,580.00 for the installation of 12 new fixtures in the tennis addition's golf room. Commissioner Scott Kovash made a motion to approve the \$3,580.00 pay application for Denny's Electric. Motion duly seconded by Commissioner John Gaffaney. Upon vote, all aye. Motion carried.

Denny's Electric (Attachment #7) - Pay application in the amount of \$4,600.00 for convection heaters in the golf room. Commissioner John Gaffaney made a motion to approve the \$4,600.00 pay application for Denny's Electric. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried.

Bosch Lumber (Attachment #8) - Pay application in the amount of \$1,024.00 for recessed ceiling tiles in the golf room. Commissioner Kelly Cooper made a motion to approve the \$1,024.00 Bosch Lumber pay application. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

Bosch Lumber (Attachment #9) - Pay application in the amount of \$1,322.52 for materials in the golf room. Commissioner Scott Kovash made a motion to approve the \$1,322.52 pay application for Bosch Lumber. Motion duly seconded by Commissioner John Gaffaney. Upon vote, all aye. Motion carried.

Golf Simulator Finance Approval (Attachment #10) - Director James Kramer reviewed the proposals for the golf simulator. He said five banks returned proposals with American Bank Center at 4% interest rate of which he recommended approval. Commissioner John Gaffaney made a motion to approve the golf simulator finance proposal at a rate of 4% to American Bank Center. Motion duly seconded by Kelly Cooper. Upon vote, all aye. Motion carried.

Facility Operations Manager Report - Facility Operations Manager Bob Faulhaber reported that his staff has been busy working on cardio equipment repairs and has ordered the doors for the ESG projects at the community center. He also reported that they are painting the concession area at the Rec Center.

GOLF

Golf Project List (Attachment #11) - For informational purposes.

Golf Rounds Update (Attachment #12) - Director James Kramer said there are no new rounds to report.

Season Pass Promotion Update (Attachment #13) - Director Kramer said to date there has been 63 total passes sold which makes this the second best year since the season pass promotion began.

HRGC Concessions Agreement (Attachment #14) - Director Kramer provided the Board with a copy of the concessions agreement at Heart River Golf Course for their review and stated that he doesn't anticipate any changes or problems with the agreement which will be completed and signed for January's roundtable meeting.

Golf Survey Review (Attachment #15) - Director Kramer reviewed the results of the Heart River Golf Course User Survey. He reported that there were 550 survey's sent out to golf course season pass holders, with only 14% of them returned. Director Kramer stated that he would have liked for there to be more survey's returned, but that the comments we received will help us to move forward. Discussion followed.

PERSONNEL/FINANCE

Oil Revenue Worksheet (Attachment #16) - Director Kramer reported that we ended up just under \$100,000 for 2007.

Approval of Pledge Securities (Attachment #17) - Commissioner Scott Kovash made a motion to approve the pledged securities. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried.

Financial Statement (Attachment #18) - Director James Kramer reviewed the financial statement. He stated that our interest rate has dropped to 3.58%. President Mike Lefor said that we may want to move to CD's for a better return.

2007 Year End Transfers (Attachment #19) - Director Kramer stated that the Budget Committee has met and is recommending the following fund balance transfers from the oil fund. Commissioner Scott Kovash made a motion to approve a \$3,369.26 fund transfer from the Oil Fund to the Social Security Fund. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried. Commissioner John Gaffaney made a motion to approve a \$2,273.46 fund transfer from the Oil Fund to the Special Assessment Fund. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried. Commissioner Kelly Cooper made a motion to approve a \$3,425.07 fund transfer from the Oil Fund to the Retirement Fund. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried. Commissioner Scott Kovash made a motion to approve a \$40,000 fund transfer from the Oil Fund to Parks/Facilities Replacement Fund. Motion duly seconded by Commissioner John Gaffaney. Upon vote, all aye. Motion carried. Commissioner John Gaffaney made a motion to approve a \$50,000 fund transfer from the Oil Fund to Future Projects Fund. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried.

2007 Year End Budget Amendments (Attachment #20) - Director James Kramer reviewed a 2007 Year End Budget Amendment for Parks Special Levies. The budgeted amount was \$143,000 which will need to be amended to \$157,133.99. This is a recommendation from the auditors. Commissioner Kelly Cooper made a motion to approve the said budget amendment for Parks Special Levies. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

ADMINISTRATION

Building Authority Appointments (Attachment #21) - Director Kramer explained that at the request of Dr. Vickers he would like to remove his name as President of the Building Authority due to Dr. Vickers leaving Dickinson after his retirement. Director Kramer stated that he would like to move Dr. Al King to President and Commissioner Carol Herauf to Vice President, as well as leave the remaining members intact. He also explained that this is a paper entity until the Building Authority is needed. He said it is important to keep the Building Authority intact for future projects instead of creating a new one. Commissioner Scott Kovash made a motion to approve the Building Authority changes. Motion duly seconded by Commissioner John Gaffaney. Upon vote, all aye. Motion carried.

BAC Development Appointments - Director Kramer said that we need to appoint someone from Dickinson Parks and Recreation to sit on the Badlands Activity Center Board. He explained that this person will sit on the committee to select the architect for the project. President Mike Lefor said that he recommends Director Kramer to sit on the BAC Board. Commissioner John Gaffaney made a motion to appoint Director James Kramer to the BAC Development Board. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried.

Director Report - Director Kramer had nothing further to report.

Legal Counsel Report - Attorney Mary Nordsven had nothing to report.

There being no further business to come before the Board Commissioner Scott Kovash made a motion to adjourn the meeting at 4:40 p.m. Motion duly seconded by Commissioner John Gaffaney. Upon vote, all aye. Motion carried.

PREPARED BY:

Clerk

APPROVED BY:

President