

REGULAR MEETING
December 14, 2009

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, December 14, 2009.

ROLL CALL: Present were Commissioners Mike Lefor, John Gaffaney, Scott Kovash, Carol Herauf and Kelly Cooper. Also present were Park Operations Manager Scott Mack, Facility Operations Manager Bob Faulhaber, Recreation/Facilities Manager Ryan Nelson, Director James Kramer, Attorney Mary Nordsvan and Leah Hoenke, Clerk.

APPROVAL OF MINUTES: Commissioner Scott Kovash made a motion to approve the minutes of the November 9, 2009 Regular Meeting. Motion duly seconded by Commissioner John Gaffaney. Upon vote, all aye. Motion carried.

CLAIMS: November 2009 Claims in the amount of \$240,795.41 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: 5; Nays: 0; Absent: 0. Motion Carried.

PARKS/PATTERSON LAKE

Park Operations Manager Report - Park Operations Manager Scott Mack reported that all the posts have been put in at Gress Complex for the new fencing and that the dog park fence has been put up. He also reported that the outdoor ice rinks have recently been flooded along with Gress and Patterson Lake shelters ready to be installed.

RECREATION/FACILITIES

Staff Reports (Attachment #1) - For informational purposes.

West River Community Center Financial Update (Attachment #2) - For informational purposes.

West River Community Center Membership Update (Attachment #3) - Director James Kramer reviewed the current membership numbers of 4,597 total annual and 3-month memberships.

Dickinson Dolphins Use Agreement (Attachment #4) - Recreation/Facilities Manager Ryan Nelson reviewed the Dolphins Use Agreement and said that there was a statement added to item number 8, which includes fees for a three day meet. Commissioner Kelly Cooper made a motion to approve the Dickinson Dolphins Use Agreement. Motion duly seconded by Commissioner Carol Herauf. Upon vote, all aye. Motion carried.

Facility Operations Manager Report - Facility Operations Manager Bob Faulhaber reported that a new handicap ramp was installed at the Rec Center and his staff is working on general maintenance at the community center.

Recreation/Facilities Manager Report - Recreation/Facilities Manager Ryan Nelson reported that staff members Audra Peery, Eric Kittelson and Matt Mack recently became certified in CPR, First Aid, AED instructor training along with Audra Peery becoming certified as a Lifeguard training instructor. These employees will now be able to train their own staff instead of paying someone to come in and train.

PROJECTS/CAPITAL PLANNING

Parks/Facilities/Golf Project Lists (Attachment #5) - For informational purposes.

GOLF

Golf Rounds Update (Attachment #6) - For informational purposes.

Golf Tournament Policies (Attachment #7) - Director Kramer stated that the Golf Tournament Committee consisting of Commissioner Kovash, Commissioner Gaffaney, Pro Shop Supervisor Jeremy Davis and Director Kramer met recently to review our current golf tournaments procedure. He said they will be reinstating a formal application process for tournaments along with a deposit which will be on a trial basis. He also said that we will begin taking tournament reservations on November first for the following year. Discussion was also held on the golf cart policy and whether or not we will be allowing someone to reserve a cart when only one seat is used for bigger tournaments. President Mike Lefor suggested that we may want to contact private cart owners to help out during bigger tournaments. Director Kramer said that it is possible to add more seasonal cars and that we could put that in as a bid alternate.

Pro Shop Supervisor/Golf Pro Report - Pro Shop Supervisor/Golf Pro Jeremy Davis was absent.

PERSONNEL/FINANCE/ADMINISTRATION

Oil Revenue Worksheet (Attachment #8) - For informational purposes.

Approval of Pledge Securities - (Attachment #9) - Commissioner Carol Herauf made a motion to approve the Pledge Securities for the month of November 2009. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

Financial Statement (Attachment #10) - For informational purposes.

2010 Administrative Information (Attachment #11) - Director Kramer reviewed the 2010 Calendar for payroll cutoffs and pay days, Park Board meetings and holidays.

ND Workforce Safety Audit (Attachment #12) - Director Kramer gave a review of the recent North Dakota Workforce Safety Audit. He said that we received a discount approval for 2010, which means that our program meets all requirements. He also reviewed the injuries in 2008 and 2009 and said we had less injuries in 2009 than in 2008 showing that we have better education of our staff on these types of situations. Director Kramer also thanked Facility Operations Manager Bob Faulhaber on all of his hard work on our workforce safety program.

There being no further business to come before the Board Commissioner Carol Herauf made a motion to adjourn the meeting at 4:20 p.m. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

PREPARED BY:

Clerk

APPROVED BY:

President