

REGULAR MEETING February 9, 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 4:05 p.m. on Monday, February 9, 2009.

ROLL CALL: Present were Commissioners John Gaffaney, Carol Herauf 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 Attorney Mary Nordsvan.

APPROVAL OF MINUTES: Commissioner Carol Herauf made a motion to approve the minutes of the January 12, 2009 Regular Meeting / Public Forum, January 21, 2009 Public Forum and January 30, 2009 Roundtable Meeting/Public Forum. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried.

CLAIMS: January 2009 Claims in the amount of \$234,382.24 were presented for approval. Commissioner Kelly Cooper made a motion to approve said claims. Motion duly seconded by Commissioner Carol Herauf. Upon roll call vote, vote was: Ayes: 3 (Gaffaney, Cooper, Herauf); Nays: 0; Absent: 2 (Lefor, Kovash). Motion Carried.

PARKS/PATTERSON LAKE

Parks Project List (Attachment #1) - Informational Purposes.

Dog Park Update - Director Kramer discussed the public forums and said there are good questions that have been raised from these meetings that need to be answered before a location for the dog park can be determined. The consensus is that a dog park is needed and wanted by the community but we need to look at alternate locations.

Park Operations Manager Report - Park Operations Manager Scott Mack reported that his staff is working on with general maintenance and snow removal. Staff has also started building dugout roofs for the North Complex.

RECREATION/FACILITY DEVELOPMENT

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

President Lefor arrived and assumed control of the meeting.

Recreation/Facilities Manager Report - Recreation/Facilities Manager Kevin Klipfel reported that the Rec Center will have ice through March 15. The building is booked every weekend for 8 weeks following ice removal. The NICHA Health Club Reimbursement program has 210 members which includes 35 new members. Staff has been researching upgrades for our server and computer software. Summer Brochure information is due the end of the month and the brochure should be out in early April. The new cardio equipment will be installed the weekend of February 21 - 22.

PROJECTS/CAPITAL PLANNING

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

West River Community Center Financial Update (Attachment #4) - Director James Kramer reviewed the financial statement. He stated that WRCC made \$21,000 in January which is up slightly from 2008.

West River Community Center Membership Update (Attachment #5) - Director Kramer reported Membership numbers were down slightly from December 2008 and January 2008 but usage was up over 800 visits.

Medica Health Agreement (Attachment #6) - Recreation/Facilities Manager Kevin Klipfel discussed this new program. It is very similar to the NICHA program except that there is not an annual fee to provide the program. Local business, Applied Medical and Community Options are eligible to participate in this program. Commissioner Carol Herauf made a motion to enter into an agreement with Medica Health. Motion duly seconded by Commissioner John Gaffaney. Upon vote, all aye. Motion carried.

Facility Operation Manager Report - Facility Operations Manager Bob Faulhaber reported that staff is working with Consolidated and Pro-Tint on projects to be completed in the building in the next few weeks. They hoped to have these projects completed before the USA State Meet on March 20-22, 2009.

GOLF

Golf Project List (Attachment #7) - Director Kramer will be meeting with Willie Winn to discuss options for the deck replacement project.

Golf Rounds Update (Attachment #8) - For Informational purposes.

Early Bird Rounds Update (Attachment #9) - Director Kramer reported with a strong January we have had our 2nd best promotion since 2001.

PERSONNEL/FINANCE

Oil Revenue Worksheet (Attachment #10) - Director Kramer explained that the oil revenue took a drop due to the price decrease. We are generally behind these price changes by about two months.

Approval of Pledge Securities (Attachment #11) - Commissioner John Gaffaney made a motion to approve the pledged securities. Motion duly seconded by Commissioner Carol Herauf. Upon vote, all aye. Motion carried.

Financial Statement (Attachment #12) - Director James Kramer reviewed the financial statement. Director Kramer explained the new format that will allow staff to pull the report in a different style but will contain the same information.

Park/Golf Equipment Bids (Attachment #13) - Director Kramer reviewed the Park/Golf Equipment bids and reviewed the fact that the Park Board rescinded its previous acceptance of the bid. Attorney Nordsven stated that because of a staff compilation error the Park Board did not accept the best and lowest bid. After staff's second compilation they came up with the revised numbers for the bid package. Attorney Nordsven stated that this was not a second bid but a review and compilation of the original bid. The second compilation revealed the best and lowest bid. Commissioner Kelly Cooper made a motion to accept the bid from MTI in the amount of \$237,662.52. Motion duly seconded by Commissioner John Gaffney. Upon vote, all aye. Motion carried. Commissioner Carol Herauf made a motion to accept the bid from Dakota Farm Equipment in the amount of \$43,700. Motion duly seconded by Commissioner John Gaffney. Upon vote, all aye. Motion carried. Commissioner Carol Herauf made a motion to accept the total park/golf package bid in the amount of \$333,666.52. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried.

2009 Project Plan/Financing (Attachment #14). Commissioner Carol Herauf made a motion to accept the Financing Package from American Bank Center up to \$475,000 for 12 years at an interest rate of 4.98% for the Heart River Course Bridge renovation, East Side Tennis Court Renovation and the new Skate Park. Motion duly seconded by Commissioner John Gaffney. Upon roll call vote, vote was: Ayes: 4 (Gaffney, Cooper, Herauf, Lefor); Nays: 0; Absent: 1 (Kovash). Motion Carried.

ADMINISTRATION

Employee Policy Manual (Attachment #15) - Director Kramer reviewed the recommended changes. Commissioner John Gaffney made a motion to accept the changes in the Employee Policy Manual. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye.

Patterson Lake Cabin Permit Renewals (Attachment #16) - Director reviewed the Cabin Permits. The Fee will be \$1,200 annual for 2009 - 2011. The renewal fee will be \$1,880 plus the Land Index Value beginning in 2012. Commissioner Carol Herauf made a motion to approve the Patterson Lake Cabin Permit Renewal rates. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried.

Message Board Bids (Attachment #17) - Recreation/Facilities Manager Kevin Klipfel reviewed the bids. The first bids were all rejected and the project was re-bid. Director Kramer stated that \$10,000 had been set aside for the message center with the hope that donations and rental fees could be raised to pay for the sign and cost of installation. Commissioner Carol Herauf made a motion to approve the bid from Keith Signs for a 3' x 12' 35mm double sided, full color message center in the amount of \$26,877.01 with estimated installation costs of \$7,000. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried.

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

There being no further business to come before the Board Commissioner Carol Herauf made a motion to adjourn the meeting at 4:50 p.m. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried.

PREPARED BY:

Clerk

APPROVED BY:

President