

REGULAR MEETING April 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, April 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 John Gaffaney made a motion to approve the minutes of the regular meeting on March 10, 2008 and roundtable minutes on March 28, 2008. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried.

CLAIMS: March 2008 Claims in the amount of \$327,961.12 were presented for approval. Commissioner Scott Kovash made a motion to approve said claims. Motion duly seconded by Commissioner Kelly Cooper. Upon roll call vote, vote was: Ayes: 4 Nays: 0; Absent: 1. Motion Carried.

New Staff Introductions - Director James Kramer stated that we have three new staff members. Mickey Jordan who is our new Pro Shop Supervisor and Tyler Reisenauer who is our new Golf Pro were both hired to replace Kevin Bergman. Both employees began their duties on April 1st with Tyler's position a contracted position and Mickey's a full-time position. Director Kramer also said that Sarah Turner of New England will be our new Accounting Supervisor. Sarah will begin her employment on April 24, 2008. President Mike Lefor welcomed both Mickey Jordan and Tyler Reisenauer who were both present at the meeting.

PARKS/PATTERSON LAKE

Parks Project List (Attachment #1) - For informational Purposes

Park Operations Manager Report - Park Operations Manager Scott Mack reported that his staff has begun spring clean-up duties. They are working on irrigation and water hookups in the parks and facilities. He also stated that a well has been drilled for the pond at the community center and he reviewed the work they are doing at Mustang Complex.

RECREATION/FACILITY DEVELOPMENT

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

Recreation/Facilities Manager Report - Recreation/Facilities Manager Kevin Klipfel reported that the Rec Center has been busy with spring events. He reported that the Dickinson Dolphins will host the state swimming meet next year which will bring in 400-500 swimmers. Manager Klipfel also reported that he has been working with representatives from Blue Cross Blue Shield to be able to offer members of the community center a reimbursement on their membership. He said at this point we are working on a tracking program to track the usage of participating members. Manager Klipfel said that Mustang Baseball Club's opening day is May 4, 2008.

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 said year to date we are \$14,000 ahead of where we were last year despite of a slight decrease in memberships.

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

Bleach Bids (Attachment #6) - Director Kramer reviewed plans for additional bleachers in the lap pool. He said that money was gifted to us from Friends of the Pool with part of the funds going toward a sound system in lap pool and the remaining dollars (\$35,000-\$40,000) are set aside for bleachers. Director Kramer said we need approval from the Board to either get quotes or bid the project. He said that due to the bleachers being under \$100,000 we are not required to formally bid the project. Commissioner Kelly Cooper made a motion to move forward with the bleacher project. Motion duly seconded by Commissioner John Gaffaney. Upon vote, all in favor. Motion carried.

Facility Operations Manager Report - No report given.

GOLF

Golf Project List (Attachment #7) - For informational purposes.

Golf Rounds Update (Attachment #8) - Director James Kramer said there are 693 rounds to date in 2008. He stated that the course conditions look as if we've played 6,000 rounds due to the dry conditions. He explained that they are trying to get water to the course as soon as possible and will need to get creative to get things in shape.

Pro Shop Update - Director Kramer stated that Pro Shop Supervisor Mickey Jordan and Golf Pro Tyler Reisenauer have both been putting in hours at the course and things are going well. He also said that he has met with representatives from the Bergman Family and is going over their proposal. He said that we will probably need to schedule a special meeting to

wrap things up. President Mike Lefor said that he and Commissioner Scott Kovash will both work with James and his staff on this issue.

Pro Shop Supervisor Report - Pro Shop Supervisor Mickey Jordan reported that things are going well and that on this past Sunday tee times were booked solid the entire day due to the weather being so nice.

PERSONNEL/FINANCE

Oil Revenue Worksheet (Attachment #9) - For informational purposes.

Approval of Pledge Securities (Attachment #10) - Commissioner John Gaffaney made a motion to approve the pledged securities. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

Financial Statement (Attachment #11) - Director James Kramer pointed out that the difference in the golf budget is due to purchasing 75-80% of all of our yearly chemicals up front.

Audit Bids (Attachment #12) - Director Kramer reviewed the letter he received from the Office of the State Auditor. He said the Bismarck office is closing and due to this reason they are not able to conduct our annual audits any longer. Director Kramer stated that we will need Board approval to start the bid process to hire a private firm. Commissioner Scott Kovash made a motion to approve the process of finding a private firm to conduct our audits. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried.

Encore Oil Buy-Out Offer (Attachment #13) - Director Kramer reviewed the request from Encore Operating, L.P. to purchase our remaining oil rights to the Stadium Unit for \$165,803.45. Attorney Mary Nordsven said that she doesn't believe that you can just sell the oil rights outright. She believes that we will need to go to a public sale of which she said there will probably be a significant interest from other parties. President Mike Lefor stated that he is not sure we are interested in selling our oil rights and asked Director Kramer to inquire with the City on how they handle these matters and go from there.

TIMETABLE AGENDA 4:15 P.M.

Kitzan Housing Development - Dave and Barb Kitzan were present at the meeting to present a conceptual plan for a new development west of Fisher Park. Mr. Kitzan explained that they are working on a project to develop a 9-hole, 3 par golf course in this area and that part of Park District land is in their plans. He said they are interested in purchasing the land or if it is possible to trade property. Director Kramer said that he and Attorney Mary Nordsven will review the possibility of the potential for land trade-out for this piece of property. He also said the other option is for the Kitzan's to purchase the property, but this may need to be put up for public auction. Attorney Mary Nordsven said that she will do some research on this subject. Mr. Kitzan said that they will work with whatever the Park District thinks is the best way to go. President Lefor thanked Dave and Barb Kitzan for their presentation.

ADMINISTRATION

ESG Update / Changes (Attachment #14) - Director Kramer reviewed the on-going ESG project and said the project is progressing nicely. He explained that ESG has a contingency change request for additional items that are needed in the amount of \$3,070.00. Director Kramer said that this request will come out of the contingency bank. Commissioner Scott Kovash made a motion to approve the contingency change request in the amount of \$3,070.00. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all in favor. Motion carried. Director Kramer also stated that ESG has submitted a request for a Certificate of Acceptance for the complete replacement of doors at the Rec Center. The project was completed as of April 3, 2008. Commissioner John Gaffaney made a motion to approve the Certificate of Completion from ESG for work that has been completed at the Recreation Center. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

Patterson Lake Cabin Site #39 Request (Attachment #15) - Director Kramer reviewed the Site #39 project request for shoreline improvements. He said that he recommends the Board's approval contingent upon owner Josh Raden submitting a list of exact materials that will be used for the project and that they meet the Bureau of Reclamation specifications. Commissioner Kelly Cooper made a motion to approve the Site #39 project request from Josh Raden, contingent upon the owner verifies the material he is using meets the Bureau of Reclamation specifications. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

Land Sale Update - Director Kramer said that he met with Attorney Nordsven regarding the land sale request for property next to the Parks Shop. He said that there is a stipulation that this land must be used for playground or park use. He said that he will continue to work on this issue.

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 John Gaffaney made a motion to adjourn the meeting at 4:38 p.m. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President