

## REGULAR MEETING

April 9, 2007

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 5:00 p.m. Monday, April 9, 2007.

ROLL CALL: Present were Commissioners Mike Lefor, John Gaffaney, Carol Herauf, Scott Kovash and Kelly Cooper. Also present were Director James Kramer, Park Operations Manager Bruce Kary, Recreation/Facilities Manager Kevin Klipfel, Facility Operations Manager Bob Faulhaber, Golf Course Superintendent Steve Eastgate, Attorney Mary Nordsvan and Leah Hoenke, Clerk.

APPROVAL OF MINUTES: Commissioner Carol Herauf made a motion to approve the minutes of the March 12, 2007 Regular Meeting and March 30, 2007 Roundtable Meeting. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

CLAIMS: March 2007 Claims in the amount of \$310,903.01 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: 5 (Herauf, Kovash, Lefor, Gaffaney, Cooper)  
Nays: 0  
Absent: 0  
Motion Carried.

### PARKS/PATTERSON LAKE

Parks Project List (Attachment #1) - Director James Kramer reviewed the Parks Projects List and stated that there is nothing new to report.

Park Operations Manager Report - Park Operations Manager Bruce Kary reported that he is still waiting to get back outside after the recent bad weather. He said they are currently working in the shop, painting park benches and getting equipment ready for the season.

### RECREATION/FACILITY DEVELOPMENT

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

Recreation/Facilities Manager Report - Recreation/Facilities Manager Kevin Klipfel reported that there are three large events coming up in the Rec Center and currently they are getting the facility ready for the annual Home Show. He said that the West River Community Center has been very busy with the cold weather and that Easter weekend was busy with a lot of out of town visitors. Manager Klipfel also reported the upcoming training for our Group Fitness instructors in the SilverSneakers program and also Pilates.

### SPECIAL APPEARANCES

5:15 P.M. Kevin Guthrie was present representing local remote control car enthusiasts. Mr. Guthrie asked the Board for a piece of land for their group to use. He said that the sport of remote control car racing is growing and the current facility they are using no longer meets their needs. Mr. Guthrie said they are currently using a track behind the Prairie Hills Mall. Commissioner Carol Herauf asked Mr. Guthrie what their group needs for accommodations. Mr. Guthrie replied that they need full access with parking and pit areas, as well as water for dust control and electricity. Mr. Guthrie said that the old BMX track off of 10<sup>th</sup> Avenue East would meet their needs. Director Kramer said that piece of land is City owned property and that he would contact the City Administrator. Director Kramer also said that we would need to notify property owners to get their input due to it being in a residential neighborhood. Commissioner Scott Kovash inquired as to how much noise the cars make. Mr. Guthrie said that they are fairly quiet, with a lot of cars racing at one time they sound like buzzing bees. Mr. Guthrie also said that this is a growing family sport and that they have members of all ages participating and is good family entertainment. Director Kramer asked Kelly Cooper to work with him on this issue and Director Kramer said he will schedule a meeting for them both to meet with the City. Director Kramer stated that no action needs to be taken at this time until further notice.

### PROJECTS/CAPITAL PLANNING

Facilities Project List (Attachment #3) - Director James Kramer said that this is for informational purposes and that there is nothing new to report.

West River Community Center Financial (Attachment #4) - Director James Kramer reviewed the financial statement showing a three year comparison for the years 2005, 2006 and 2007. He said that our revenue is as expected with mid April to June being our biggest revenue months due to renewals of charter and corporate members.

West River Community Center Tennis Update - Director Kramer said there is nothing new to report and that they are still waiting for the final work to be completed.

Personal Fitness Coordinator (Attachment #5) - Director James Kramer reviewed the Personal Training Services Request for Proposals. He said that Commissioner Carol Herauf and Recreation/Facilities Manager Kevin Klipfel met and decided it would be best to have the Personal Trainer be a contracted position and once an individual was selected they would work out a contract. Director Kramer mentioned that having a Personal Trainer on staff will help to get

better control and consistency, as well as take care of liability concerns when it come to personal training services at WRCC. Commissioner Scott Kovash asked if private personal trainers would be able to conduct business in the center. Director Kramer replied that personal trainers who are not affiliated with the contracted personal trainer would not be able to conduct business at WRCC. Commissioner John Gaffaney made a motion to accept the Personal Training Services Request for Proposals. Motion duly seconded by Commissioner Carol Herauf. Upon vote, all aye. Motion carried.

Recreation/Facilities Manager Report - Recreation/Facilities Manager Kevin Klipfel reported that summer brochures will be out to the public next week and registration for summer programs will begin May 1<sup>st</sup>. He also reported that they are not getting a lot of applicants for our summer positions. President Mike Lefor asked how many employees are needed. Manager Klipfel replied to around 50 summer staff is needed.

Facility Operations Manager Report - Facility Operations Manager Bob Faulhaber reported that his staff is busy with clean up from spring shows at the Rec Center. He said they are working on general maintenance at WRCC and also reported that the tennis lockers are in and they are waiting for them to be installed.

#### GOLF

Golf Project List (Attachment #6) - For informational purposes. Director James Kramer said there is nothing new to report.

Golf Rounds Update - Director James Kramer provided an additional attachment for golf rounds to date. He reported that the month of March rounds looked very good and that from here through the rest of the season he will begin providing a monthly golf rounds report.

Irrigation Project Budget - Director Kramer reported that the irrigation project work has been slow due to the weather, but the workers have been staying busy. He said that the architect comes out weekly and he will begin providing updates for the Board to review.

Golf Course Superintendent Report - Golf Course Superintendent Steve Eastgate handed out a review of his current projects. He said that he has been in contact with the National Guard to help build a service bridge. He said he is hoping the National Guard will build the bridge with Heart River Golf Course paying for supplies. He said he will keep the Board apprised on this subject. Superintendent Steve Eastgate also gave recommendations for filling in bunker #5 and possibly putting in some trees and also filling in bunker behind #15. He said that the bunkers are currently in bad shape and that the upkeep is difficult and very costly to replace. President Mike Lefor stated that whatever work is being done we need to make sure we are keeping the public informed. Superintendent Eastgate said that he feels this work is necessary and will improve the attractiveness of the course. Commissioner Scott Kovash said that he does not want to see bunker #5 taken out and inquired as to where the trees will be placed. Superintendent Eastgate said that they would not interfere with play to the average golfer unless hitting more than 300 yards. Director Kramer mentioned that the Bureau of Reclamation does not want any new trees to eliminate the flow of water. He also said that more discussion will be held at future meetings and that the Park District will make sure that there is communication to the public on all future projects and that a comment card will be available at the Pro Shop for any comments or concerns from the public.

#### PERSONNEL/FINANCE

Oil Revenue Worksheet (Attachment #7) - For informational purposes only.

Approval of Pledge Securities (Attachment #8) - Commissioner Scott Kovash made a motion to approve the Pledge Securities. Motion duly seconded by Commissioner Carol Herauf. Upon vote, all aye. Motion carried.

Financial Statement (Attachment #9) - Director Kramer reviewed the financial statement and pointed out the Year to Date Interest Income compared to 2005 and 2006.

Tournament Account - Director Kramer explained that in the past we have used a separate account for tournaments and special events. He said that due to the auditor's recommendation we will need to transfer this account to the general fund. Commissioner John Gaffaney made a motion to terminate the Tournament account and transfer funds into the General Fund. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

2005 Audit (Attachment #10) - Director James Kramer reviewed the recommendations from the 2005 Audit. He said recommendations were to amend the budget throughout the year as needed and to keep better inventory records. Director Kramer mentioned that we are currently trying to find a better inventory method for items at WRCC. He also mentioned that other than a few recommendations the audit went very well and the auditors will be back in May for the 2006 Audit.

#### ADMINISTRATION

Employee Benefits & Policy Committee (Attachment #11) - Director James Kramer reported that the Employee Benefits & Policy Committee is wrapping up its changes to the employee manual. He said any additions or items that have been adjusted have been highlighted. Director Kramer stated that the manual will be ready for approval at the next meeting.

Field of Swings Agreement (Attachment #12) - Director Kramer reviewed the Field of Swings Agreement with the Mustang Baseball Club. He stated that we have agreed to waive rental fees for the first year and agreement will be re-

evaluated on a yearly basis. Commissioner Kelly Cooper made a motion to approve the Field of Swings Agreement. Motion duly seconded by Carol Herauf. Upon vote, all aye. Motion carried.

Director Report - Director Kramer gave an update on the Patterson Lake Trail. He stated that he and President Mike Lefor met with the County Commission. They agreed to table the subject for two months until more information is obtained.

Legal Counsel Report - Attorney Mary Norsdven 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 5:40 p.m. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried.

PREPARED BY:

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Clerk

APPROVED BY:

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President