

## REGULAR MEETING July 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, July 14, 2008

ROLL CALL: Present were Commissioners Mike Lefor, Scott Kovash, Carol Herauf, Kelly Cooper and John Gaffaney. Also present were Director James Kramer, Recreation/Facilities Manager Kevin Klipfel, Facility Operations Manager Bob Faulhaber, Pro Shop Supervisor Mickey Jordan, Attorney Mary Nordsven, and Leah Hoenke, Clerk.

APPROVAL OF MINUTES: Commissioner Carol Herauf made a motion to approve the minutes of the regular meeting on June 9, 2008 and roundtable minutes on June 27, 2008. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

CLAIMS: June 2008 Claims in the amount of \$293,582.07 were presented for approval. Commissioner Scott Kovash made a motion to approve said claims. Motion duly seconded by Commissioner John Gaffaney. Upon roll call vote, vote was: Ayes: 5 Nays: 0; Absent: 0. Motion Carried.

### PARKS/PATTERSON LAKE

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

Park Operations Manager Report - Park Operations Manager Scott Mack was absent.

Oreo Dog Park Update - Representatives from Oreo Animal Rescue are currently working on putting together their plans and budget and then will present again to the Board. Director Kramer said he will continue to research the project.

Skate Park Update - Director James Kramer said that a new committee is being organized and said that we will wait until the Budget process is done to see what funds will be available along with checking into some grant opportunities. He stated that by late fall to winter we should be ready to go out to bid and construction to begin in spring.

### RECREATION/FACILITY DEVELOPMENT

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

Lifeguard/Pool Update - Recreation/Facilities Manager Kevin Klipfel updated the Board on the status of the lifeguard situation. He said that during the time the pools were closed we gave out free Patterson Lake passes and the patrons seemed to appreciate our efforts. Commissioner Carol Herauf inquired as to what came of the lifeguard course that was offered. Manager Klipfel said that we hired four new lifeguards and recertified two guards. He also said that by fall we should be back to full staff. He stated that this winter we will concentrate on building our guard staff so we hopefully can avoid this problem next summer. President Mike Lefor recommended that we look at possibly paying the lifeguard certification fees during our budget process. Discussion followed.

Recreation/Facilities Manager Report - Recreation/Facilities Manager Kevin Klipfel reported that we will be having our annual citizen appreciation week with free admission to Patterson Lake, community center, golf course and free shelter rental. He also said that we will be very busy with the upcoming triathlon, three baseball tournaments as well as preparing for several events planned at the Rec Center. Manager Klipfel also reported that the concessions at the softball complex have been going very well with representatives from Special Olympics organization taking over this year.

### PROJECTS/CAPITAL PLANNING

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

West River Community Center Financials (Attachment #4) - Director James Kramer reviewed the financial statement. He said that revenue over expenses are just under \$20,000.

West River Community Center Membership Update (Attachment #5) - Director Kramer compared the membership numbers to the same time last year and added that we are down slightly, but usage numbers are up.

Blue Cross/Blue Shield Program Update - Recreation/Facilities Manager Kevin Klipfel reported that it is his goal to begin the health club credit program by September 1, 2008. He said he would like to have an open house in conjunction with the program.

Annual Shut-down - Director James Kramer stated that the community center's annual shut-down will be held August 18-24 with the facility being closed the entire week. He said this week long process involves completely draining the pools, cleaning projects and completely refinishing the gymnasium floors.

Facility Operations Manager Report - Facility Operations Manager Bob Faulhaber reported that along with the annual shut-down the main gymnasium will be closed the week prior to refinish the floor. He said the company is redoing the project at no cost due to a faulty product that was used last year. He stated that this involves sanding the floor and repainting lines. Manager Faulhaber also reported that his staff has also been very busy with general maintenance at the Rec Center between each scheduled event.

GOLF

Golf Project List (Attachment #6) - For informational purposes.

Golf Rounds Update (Attachment #7) - Director James Kramer reported that the rounds are down compared to the last few years, but revenue from rounds is up. He said that he isn't sure we are tracking the numbers the same as we have in the past.

Pro Shop Supervisor Report - Pro Shop Supervisor Mickey Jordan reported that even with the windy weather golf traffic has been very good. He stated that there was 132 golfers from the recent St. Joseph's Hospital tournament. He also said they are preparing for the upcoming API golf tournament as well as the Pro-Am tournament. President Mike Lefor commended parks and recreation staff for its hard work on all of our tournaments and events. He said events like this drive hospitality revenue up and economic stimulus to Dickinson and he said that Parks and Recreation events play a big role in that.

PERSONNEL/FINANCE

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

Approval of Pledge Securities (Attachment #9) - Commissioner Kelly Cooper made a motion to approve the pledged securities. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

Financial Statement (Attachment #10) - Director James Kramer reported that the fund balance is up from previous years.

2009 Budget / Committee (Attachment #11) - Director Kramer reviewed the mill rate comparison. He said that the committee will consist of President Mike Lefor and Commissioner Kelly Cooper and that they will start budget meetings next week.

ADMINISTRATION

Kitzan Development - Director Kramer updated the Board on where we are with the Kitzan Development land swap. He said that he has submitted a letter to Attorney Mary Nordsvan of which she will research and report back to the Board and then we will move forward.

ESG Update - Certificate of Acceptance (Attachments #12, 13, 14) - Commissioner John Gaffaney made a motion to approve the Certificate of Acceptance for the Lighting Improvements at the Rec Center. Motion duly seconded by Commissioner Kelly Cooper. Upon vote, all aye. Motion carried. Commissioner Scott Kovash made a motion to approve the Certificate of Acceptance for Lighting Improvements at the Golf Course. Motion duly seconded by Commissioner Carol Herauf. Upon vote, all aye. Motion carried. Commissioner Carol Herauf made a motion to approve the Certificate of Acceptance for Lighting Improvements at the Park District Shop. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

ESG Contingency Change Request (Attachment #15) - Director James Kramer reviewed the Contingency Change Request in the amount of \$6,048.00 for a credit of \$1,851 from vending machine controls, \$7,689.00 for miscellaneous operations and \$210.00 for maintenance repairs and lighting improvements. Commissioner Kelly Cooper made a motion to approve the ESG Contingency Change Request in the amount of \$6,048.00. Motion duly seconded by Commissioner John Gaffaney. Upon vote, all aye. Motion carried.

Director Report - Director Kramer had nothing further to report

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

Commissioner Report - Commissioner Kelly Cooper informed the Board that Dickinson Diamonds are working on trying to get a school program going. He said a representative will be in touch for possible field use this spring.

There being no further business to come before the Board Commissioner Carol Herauf made a motion to adjourn the meeting at 4:35 p.m. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

PREPARED BY:

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Clerk

APPROVED BY:

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President