

REGULAR MEETING
September 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, September 14, 2009.

ROLL CALL: Present were Commissioners Mike Lefor, John Gaffaney, Scott Kovash and Carol Herauf. Also present were Park Operations Manager Scott Mack, Facility Operations Manager Bob Faulhaber, Recreation/Facilities Manager Kevin Klipfel, Pro Shop Supervisor/Golf Pro Jeremy Davis, 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 July 31, August 10, August 28 and September 10, 2009 meetings. Motion duly seconded by Commissioner John Gaffaney. Upon vote, all aye. Motion carried.

CLAIMS: August 2009 Claims in the amount of \$374,148.33 were presented for approval. Commissioner John Gaffaney made a motion to approve said claims. Motion duly seconded by Commissioner Scott Kovash. Upon roll call vote, vote was: Ayes: 4; Nays: 0; Absent: 1. Motion Carried.

PARKS/PATTERSON LAKE

Parks Project List (Attachment #2) - For informational purpose. Director James Kramer said that he will have updated project lists for the next regular meeting.

Park Operations Manager Report - Park Operations Manager Scott Mack reported that his staff is still working on clean-up at Gress Softball Complex. They are also working on irrigation at the new soccer fields and doing some work on the Patterson Lake project. He said they are waiting on the water level to decrease a bit more before proceeding further.

RECREATION/FACILITY DEVELOPMENT

Staff Reports (Attachment #3) - For informational purposes.

Recreation/Facilities Manager Report - Recreation/Facilities Manager Kevin Klipfel reported that the Rec Center is very busy with event after event along with an upcoming swim meet at WRCC. He reviewed the list of events.

SPECIAL APPEARANCE - 4:15 p.m. - Audit Review (Attachment #1)

Larry Robinson of Galleon Financial was at the meeting to go over the results of the 2007-2008 Audit. He said that overall there is nothing of concern but offers a few recommendations of which the Park District may choose to enact. He said one of their recommendations is to switch our accounting to an accrual report basis which will give a better overall picture of the accounting. He said that Accounting Supervisor Sara Turner has done a very good job in the accounting department and that she is eager to make the recommended changes. President Mike Lefor thanked Mr. Robinson for attending.

PROJECTS/CAPITAL PLANNING

Facilities Project List (Attachment #4) - For informational purposes.

West River Community Center Financial Update (Attachment #5) - For informational purposes.

West River Community Center Membership Update (Attachment #6) - For informational purposes.

Facility Operations Manager Report - Facility Operations Manager Bob Faulhaber said that his staff has been very busy cleaning up after Rec Center events. He also said that ESG is in the process of putting up lights around the building to finish the project. Manager Faulhaber stated that the gymnasium floor leak was most likely caused from the concrete apron outside of the gymnasium door. He said that they have patched around the concrete and are sloping the dirt away from building. He said the refinish of the floor is complete and will be open next week.

GOLF

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

Golf Rounds Update (Attachment #8) - Director James Kramer reported that year to date we are at 23,647 rounds.

Pro Shop Supervisor/Golf Pro Report - Pro Shop Supervisor/Golf Pro Jeremy Davis said that the Labor Day Classic went very well this year with 146 golfers, which is an all time high. Director Kramer said there have been some complaints of the number of tournaments we hold at the course which takes away from normal golf rounds. He said he would like a committee to look at this and review our current policy to see how we can better accommodate our golfers and tournaments.

PERSONNEL/FINANCE

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

Approval of Pledge Securities - (Attachment #10) - Commissioner Scott Kovash made a motion to approve the Pledge Securities for the month of August 2009. Motion duly seconded by Commissioner Carol Herauf. Upon vote, all aye. Motion carried.

Financial Statement (Attachment #11) - For informational purposes.

Staff Openings Update - Director Kramer explained that Recreation/Facilities Manager Kevin Klipfel has accepted a position with Bismarck Parks and Recreation. He said his last day will be September 30. Director Kramer said that Recreation Supervisor Ryan Nelson will be promoted to Recreation/Facilities Manager. He also said that he has opened up another Recreation/Facilities Supervisor position of which we have received 10 applications to date. Director Kramer stated that this is a good time to reorganize and will keep the Board updated on the progress.

ADMINISTRATION

ESG Update (Attachment #12) - Director Kramer said the last of the projects are lighting at the community center and that the close-out meeting is scheduled for September 15, 2009.

Organizational Assessment Roosevelt-Custer Regional Council (Attachment #13) - Director Kramer said that Roosevelt-Custer Regional Council has submitted a request to evaluate and assess our organizational and program needs at the cost of \$11,200 which has not been budgeted for. He stated that the last time an assessment was done was in 1987. Commissioner John Gaffaney said we have been hit by enough unexpected expenses for now and doesn't see a need at this time.

Dickinson Hockey Club, Inc. Agreements (Attachments #14-15-16) - Recreation Facilities Manager Kevin Klipfel reviewed the Outdoor Hockey Rink Use Agreement, Dickinson Recreation Center Use Agreement and the Hockey Concession Lease Agreement with Dickinson Hockey Club, Inc. Mr. Klipfel stated that there were no changes other than corresponding dates for the 2009-2010 season. Commissioner Carol Herauf made a motion to approve the DHC, Inc. agreements. Motion duly seconded by Commissioner Scott Kovash. Upon vote, all aye. Motion carried.

Director's Report - Director Kramer had nothing further to report.

Legal Counsel Report - Attorney Mary Nordsven was not present.

There being no further business to come before the Board Commissioner John Gaffaney 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:

Clerk

APPROVED BY:

President