Devils Lake Park Board

MINUTES

Regular Board Meeting

November 9, 2023

Present at this Regular Board Meeting were Commissioners Kale Stromme, Peter Jerome, Mark Beighley and Jamie Beck. Also present was Terry Wallace, Superintendent Dennis Nybo, Office Manager Heather Brandvold, Clubhouse Manager Rob McIvor and Parks & Facilities Manager Brent Schmitz. Absent was Golf Course Superintendent Andy Hokanson and Commissioner Lisa Uhlenkamp. Visitor present-Brady McDonald, Construction Engineers.

Comm Beck called the regular meeting to order at 12:00 pm on November 9, 2023 at the Burdick Arena.

1. Minutes

Comm Beighley made a motion to approve the minutes from October 17th as presented, seconded by Comm Jerome. All aye, motion carried.

1. Visitors-None
2. Staff Reports

Brent Schmitz: Brent told the Board that the ice is on at the Bill Jerome. Brent told the Board the roof is on at the Roosevelt Building and the windows and doors are in. Lake Region Sheet Metal is starting on the heating today. Brent told the Board that they just finished winterizing all the buildings and most of the equipment. Brent told the Board that they are having the rear seal in the Case Tractor replaced.

Rob McIvor: Rob told the Board that the clubhouse is closed for the season other than for special events. Rob told the Board that they had a good year and the Park should get roughly $38,000 in lease income.

Dennis Nybo: Dennis provided the Board with a copy of his report in writing. Dennis also told the Board that they will be lowering the nets on the backstop next Tuesday. Dennis told the Board that he is working on a couple of grants one through DLAF for cameras at the pool and misc. stuff at the Dockside and a grant through tourism for inflatables for the Dockside.

1. Bills

Comm Jerome made a motion to approve the bills, seconded by Comm Beighley. Roll call vote, all aye, motion carried.

1. Treasurer’s Report

Heather told the Board that the Auditors should have a draft audit to her by the end of next week. Heather told the Board that they said the Audit went well. The findings were segregation of duties, fraud risk assessment, estimated cash on the budget and a few audit adjustment which is something new that they have to report this year. Heather also mentioned that Comm Beck, Terry and Dennis need to complete the fraud risk assessment before the end of this year so that will not be a finding next year.

1. Old Business
2. BBF Update

Terry told the Boad that we paid all but $10,000 of the final bill to Mid-America and we will not pay that until they come back and fix the things that need to be addressed. CHS has agreed to a $15,000 sponsorship of the bull pens at the BBF. Terry told the Board that there is about $100,000 for more improvements. Comm Beck asked if any of the batting cage materials have arrived. Brent told him that the poles and nets have arrived.

1. Dockside Entertainment
2. Dockside Manager

Dennis told the Board that he met with Christy and unofficially offered her the position with a start date of November 27th. Dennis told the Board that we need to set pay and leave yet. Discussion was held. Comm Jerome made a motion to officially offer Christy Remmick the Dockside Manager/Communications and Events Coordination Position, seconded by Comm Beck. Roll call vote, all aye, motion carried.

1. Change order for Multi-Court Flooring

Comm Stromme told the Board that we have about $160,000 in contingency funds but there are a couple of items that are not in that fund and this is one of them. Discussion was held. Comm Stromme made a motion to approve the change order for the multi-court flooring for $43,410, seconded by Comm Jerome. Roll call vote, all aye, motion carried.

1. Ceiling Paint

Brady with told the Board that the ceiling is in pretty rough shape and they feel that they should at least paint the lower ceiling but recommend doing both. The amount to do both ceilings is $22,821. Discussion was held. Comm Stromme made a motion to approve change order 08 for painting the ceilings for $22,821, seconded by Comm Beighley. Roll call vote, all aye, motion carried.

1. Construction Loan Wire Transfer Approval

Heather told the Board that we are getting in quite a few large bills and we don’t have enough money in the account to pay for them so we will need to do a transfer from the construction loan to AP. Heather told the Board that after discussing it with Terry we feel we should transfer $1 million dollars. Comm Stromme made a motion to approve doing a transfer of $1 million from the construction loan to AP at Bremer Bank, seconded by Comm Beighley. Roll call vote, all aye, motion carried.

1. BJA Update

Comm Stromme told the Board that he put together a source and uses diagram for the renovation project. The approximate costs will be $240,000 of which the Park Board contributed $25,000. Comm Stromme told the Board that they are going to be putting up the scoreboard this weekend. Dennis told the Board that they got quotes for flooring for the lobby of the Bill Jerome and also for the meeting room for at the Burdick Arena. Becker Arena had the cheapest price at around $11,000. Comm Jerome made a motion to approve the purchase of the flooring from Becker Arena Products for the Bill Jerome lobby and the meeting room at the Burdick, seconded by Comm Stromme. Roll call vote, all aye, motion carried.

1. New Business
2. 2023-2024 Activity Fees

Dennis told the Board that the only changes made were to reduce the early ice fee to $1,000 and to increase the Roosevelt Rental fee to $100. Comm Beck mentioned that since we have to have ice on for the college anyway, we get rid of the early ice fee and take control of the schedule from the start instead of allowing the Blue Line Club to do the early ice schedule. Discussion was held. Comm Stromme made a motion to approve the 2023-2024 activity fees with the change to eliminate the early ice fee, seconded by Comm Beighley. All aye, motion carried.

1. Bremer Bank Petty Checking Signature Card/Debit Card

Heather told the Board that we need to up the petty checking signature card to remove Josh Janzen and to add Dennis Nybo and we also need to get Dennis a Debit Card. Comm Beighley made a motion to update the signature card for account number 742-338 at Bremer Bank to remove Josh Janzen and to add Dennis Nybo and to also get a debit card for Dennis Nybo, seconded by Comm Stromme. All aye, motion carried.

1. Lake Region State College Ice Contract

Dennis told the Board that we had Doug Broden put together a contract for the college for their ice time that we need to approve. Comm Stromme made a motion to approve the contract as presented, seconded by Comm Beighley. All aye, motion carried.

1. Personnel Policy

Heather told the Board that we talked about looking at this at the last meeting but we were waiting to get the health insurance rates but have not received them yet so we can table until the next meeting. Comm Stromme made a motion to table until the next meeting, seconded by Comm Beighley. All aye, motion carried.

1. Commissioner Portfolios

Comm Jerome: No report

Comm Stromme: Comm Stromme told the Board that they are going be changing the size of the bowling lane area. Brady told the Board that the needed to shorten the area by 7’ to accommodate for the walking track.

Comm Stromme also mentioned that he would like to see if we can apply for the Englestad grant for a new sound system for the Burdick. Comm Stromme also mentioned that there are three spickets in the men’s bathroom that are leaking. Brent told him the starting fixing those yesterday.

Comm Beighley: No Report.

Comm Beck: Comm Beck told the Board that he met with Dennis about salary increases and once we get the health insurance rates, they will meet again.

The next Board meeting was set for December 14th.

Comm Jerome made a motion to adjourn, seconded by Comm Beighley. Comm Beck adjourned the meeting at 12:48 pm.

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Commissioner Recording Clerk