Devils Lake Park Board

MINUTES

Regular Board Meeting

December 14, 2023

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

Comm Beck called the regular meeting to order at 12:00 pm on December 14, 2023 at the Burdick Arena.

1. Minutes

Comm Uhlenkamp made a motion to approve the minutes from November 9th as presented, seconded by Comm Jerome. All aye, motion carried.

1. Visitors-None
2. Staff Reports

Brent Schmitz: Brent told the Board that they are putting down rubber flooring in the meeting room and doing some repairs on door closers and lights throughout the rink. Brent told the Board that the paint is falling off the ceiling in the BJ but the renovation crew is addressing that. Brent told the Board that the cooling tower froze up over the weekend. Brent told the Board that they got the foul pole out and painted for the baseball field but it will have to wait until spring to go back in.

Andy Hokanson: Andy told the Board that they are wrapping up for the season and the two part time people that have been working will be done at the end of this week. Andy told the Board that closing procedures went well and he helped Brent winterize the Baseball Field.

Rob McIvor: Rob told the Board that there are 2 more events for left at the clubhouse for this year. Rob told the Board that he will be meeting with Jeff to do year end procedures next week. Rob told the Board that they had a leak in the fire suppressant system but it has been repaired. Rob told the Board that he has the contracts for the tee marker advertising ready to go out after the 1st of the year. Rob also mentioned that we will need to decide what to do with the granite hole markers.

Christy Remmick: Christy told the Board she is in her 3rd week of work. Christy told the Board that she has been busy working on stuff for Dockside and she has the Facebook page and Instagram up and running. Christy told the Board that she put together a packet of information with pricing and hours for the Board to review. Christy also gave the Board a sponsorship form for them to review. Christy told the Board that the playground equipment was delivered yesterday with install in January.

Dennis Nybo: Dennis provided the Board with a copy of his report in writing and Dennis also told the Board that they ordered 3 of the pickle ball nets.

1. Bills

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

1. Treasurer’s Report

Heather provided the Board with a written report. Heather touched on the price of audit and also the reservations calendar.

1. Old Business
2. Dockside Update

1. Office Space-Brady McDonald discussed the revised change order for the office space. Brady told the Board that he was able to get the cost down to $137,487. Discussion was held. Comm Jerome made a motion to approve change order CP06 for the office space for dockside in the amount of $137,487, seconded by Comm Stromme. Roll call vote, all aye, motion carried. Nic Pietron from JLG also touched on the wood ceiling alternate for the simulator and bowling lane area. The cost to do that alternate was $117,712. Discussion was held. The Board decided against doing the wood ceiling (CP09).

2. Cameras

Dennis told the Board at the last meeting we hadn’t received the quote for the security cameras for Dockside so we still need to approve that. The quote from NDTC was $11,056.01. Comm Stromme made a motion to accept the proposal from NDTC for cameras for Dockside Entertainment for $11,056.01, seconded by Comm Beighley. Roll call vote, Commissioners Jerome, Beighley, Stromme, Uhlenkamp: aye, Comm Beck: abstained, motion carried. Christy told the Board that they are meeting Brent Johnson next week to go over placement of cameras and to discuss the internet plan.

1. Construction Loan Wire Transfer

Heather told the Board that we may want to look at doing another transfer from the construction loan as we have been getting in quite a few larger bills. Discussion was held. Comm Stromme made a motion to transfer $500,000 from our construction loan at 1st United to our accounts payable account at Bremer Bank, seconded by Comm Uhlenkamp. Roll call vote, all aye, motion carried.

1. BJA Renovation Update

Dennis told the Board that they have started doing the flooring in the lobby. Comm Stromme mentioned that the ceiling paint will be addressed with Lake Region Painting. Comm Stromme also mentioned that they will probably do the museum area in the lobby after the hockey season is over.

1. Fraud Risk Assessment

Dennis, Terry and Comm Beck met and completed the Fraud Risk Assessment for 2023.

1. New Business
2. NDPERS Appointment of Authorized Agent Approval

Heather told the Board that they we need to approve the change of Authorized Agent from Josh to Dennis. Comm Stromme made a motion to approve changing the authorized agent from Josh to Dennis for NDPERS, seconded by Comm Jerome. All aye, motion carried.

1. Website Approval for Dockside and Golf Course

Christy told the Board that we contacted Streamline about setting up a website for Dockside and also switching over the Golf Course website from the current program. Christy told the Board that they are going to give us a 2 for 1 price of $355/month which is what we are currently paying for the park website. Comm Stromme made a motion to approve the quote form Streamline for the Dockside and Golf Course websites, seconded by Comm Jerome. Roll call vote, all aye, motion carried.

1. Handicapped Seating at Burdick Arena

Comm Stromme told the Board that Larry Liere asked if we could put up some signs on the glass in front of the lobby windows so no one stands in that area so the people in the lobby can sit and watch the hockey games. Signs will be put up along the glass.

1. Dockside Manager Leave

Dennis told the Board that he had discussed with Christy about receiving a week and vacation and a week of sick leave when she started but it has not been formally approved. Comm Stromme made a motion to give Christy a week of both vacation and sick leave to start with, seconded by Comm Uhlenkamp. All aye, motion carried.

1. Proposed Salary Increases/Cost of Living Compensation/Health Insurance/Personnel Policy

Comm Beck told the Board that he, Dennis and Terry met and put together their recommendations for salary increases/cost of living compensations which were provided to the Board. Comm Beck said they are also recommending an increase to the cost the Park Board pays for health insurance from $1650/month to $1700/month. Comm Jerome made a motion to approve all recommendations as presented, seconded by Comm Stromme. Roll call vote, all aye, motion carried. Heather told the Board that she will update the personnel policy for the health insurance increase but we should also review the vacation and sick leave policy as we keep giving out vacation and sick leave when people start but it’s not in our policy that way. Comm Beck will meet with Dennis to review policy.

1. Commissioner Portfolios

Comm Beighley: No report

Comm Jerome: No report

Comm Stromme: No report

Comm Uhlenkamp: Comm Uhlenkamp told the Board that she is thinking about running for City Commissioner and rerunning for Park Board commissioner next June and she is wondering if that would be a conflict of interest. Discussion was held. Dennis will look into this.

Comm Beck: No Report

The year end meeting was set for January 4th and the next regular board meeting was set for January 18th.

Comm Uhlenkamp made a motion to adjourn, seconded by Comm Jerome. Comm Beck adjourned the meeting at 12:52 pm.

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Commissioner Recording Clerk