

# Devils Lake Park Board

## MINUTES

Regular Board Meeting

October 15, 2024

Present at this Regular Board meeting were Commissioners Kelli Heilman, Peter Jerome, Mark Beighley and President Jamie Beck. Also present was Clubhouse Manager Rob McIvor, Golf Course Superintendent Andy Hokanson, Parks & Facilities Manager Brent Schmitz, Dockside Manager Christy Remmick, Parks & Recreation Superintendent Dennis Nybo and Finance Manager Heather Brandvold. Absent was Commissioner Kale Stromme.

Comm Beck called the meeting to order at 12:02 pm on October 15<sup>th</sup>, 2024 at Dockside Entertainment Center.

### 1. Minutes

Comm Heilman made a motion to approve the minutes from September 17<sup>th</sup> as presented, seconded by Comm Jerome. All aye, motion carried.

### 2. Visitors, Neil Donnelly from DVL Insurance

Neil Donnelly with DVL Insurance was present to go over insurance coverages that the Park District has through DVL Insurance, State Fire and Tornado and NDIRF. Neil told the Board that they updated some of the coverages at the Baseball Field due to the turf project. Neil told the Board that to insure the turf itself it would be almost \$1,000 per year but that does not cover wear and tear. It would only cover natural disasters or vandalism type of incidents. Comm Heilman asked how secure the baseball field was. Brent told her that the gate is locked but there are a couple of open slots where a person can fit through to access the field but a vehicle would not fit through the space. Discussion was held. Comm Beck asked if the Board has some kind of coverage. Neil told the Board there is Governance coverage in the general liability. Dennis told the Board that they tried to submit a claim with NDIRF for damage done to his vehicle by the dumpster being blown into it by the wind, but it was denied by NDIRF due it being an employee's vehicle and the wind causing the dumpster to move. Dennis stated that we may need to take that into consideration in the future if something like this were something happens to another employee's vehicle. Further discussion was held regarding other liability questions.

### 3. Staff Reports

Brent Schmitz-Brent told the Board that Burdick ice is up and running but we did have an issue with the compressor one evening and had to have Forrest's Refrigeration come in to fix it. Brent told the Board that the compressor system is not designed right to work adequately. Comm Beck asked if it could be resigned. Brent told him that it would cost just as much to redesign it as it would be to replace it. Brent also told the Board that the Freon Detection System needs to be replaced as it no longer works. Brent told the Board that will cost around \$8,000 to replace it. Comm Jerome made a motion to allow Dennis to spend up to \$8,000 on a new Freon Detection System, seconded by Comm Beighley. Roll call vote taken, all aye, motion carried. Brent also mentioned that we had some graffiti vandalism in the High School locker room at the Burdick that we are looking into. Brent told the Board that they replaced the concrete at the Bill Jerome in front of the Zamboni door. Brent told the Board that Lake Region Painting Service is in scraping the Bill Jerome ceiling and will repaint it next summer. Brent told the Board that they started building the garage at the Baseball Field. Brent told the Board that we seriously need to look a hiring a full-time person to be shared by the various departments as no one is able to keep up anymore. Discussion was held. Dennis will put out an advertisement listing the position.

Rob McIvor-Rob told the Board that the activities at the clubhouse are winding down for the season. Andy and Rob will be blowing out the irrigation lines next week.

Andy Hokanson-Andy told the Board that they will be putting the covers on the greens November 2<sup>nd</sup>. Andy told the Board that the dock is out of the water. Andy also mentioned about hiring a full-time person. Comm Beck asked Andy about hole number 8 tee box and all the water. Andy told Comm Beck that the water just pools there and we need to figure out how to drain it properly.

Dennis Nybo-Dennis provided a written report to the Board.

Christy Remmick-Christy provided a written report to the Board.

#### 4. Bills

Heather provided a written report and also mentioned that there is a large bill from construction engineers included in the list of bills for approval. Discussion was held. Comm Jerome made a motion to approve the bills as presented, seconded by Comm Beighley. Roll call vote, all aye, motion carried.

#### 5. Treasurer's Report

Heather told the Board that funds in the bank accounts are getting pretty low so we need to watch our spending. Discussion was held.

#### 6. Old Business

##### A. LRSC Beverage Contract

Dennis mentioned that Comm Heilman just pointed out a typo in the contract that he will fix where it has the number 45 in parentheses that needs to be changed to 60. Comm Beighley made a motion to approve the contract with the changes, seconded by Comm Heilman. Roll call vote, Comm Jerome abstained, Comm Heilman-aye, Comm Beighley-aye and Comm Beck-aye, motion carried.

##### B. BABBA Certificate

Dennis told the Board that he received an email from Scott Long this morning and he is reviewing the information that Brady sent him last Friday to calculate the cost of the non-compliant BABAA items that were installed in the project as a percentage of total costs. This will determine if a de minimis waiver can be used on these items.

##### C. Dockside Snow Removal

Christy provided the Board with three proposals for snow removal from Joe Kraft, Minnie H Snow Removal and Swanson Snow Removal. Discussion was held. Christy recommended going with the proposal from Minnie H Snow Removal. Comm Heilman made a motion to accept the proposal from Minnie H Snow Removal for this year, seconded by Comm Jerome. Roll call vote, all aye, motion carried.

#### 7. New Business

##### A. Insurance Claim

Discussion was held regarding the damage to Dennis's vehicle by the dumpster being blow into by the wind. Dennis told the Board that he had to submit it to his own insurance since NDIRF denied the claim. Comm Jerome made a motion to pay the deductible for the damages to Dennis's pickup, seconded by Comm Heilman. Roll call vote, all aye, motion carried.

B. Accounting and Other Software Update

Heather told the Board that her and Dennis have had three zoom demonstrations on accounting software and are still waiting to have another one. Heather told the Board that it's a little overwhelming and quite costly and the implementation will take quite some time so will have to continue to use our current software once the support ends until we get fully converted. Heather also mentioned that we may need to purchase some kind of software to help make PDF documents on our website ADA Compliant due to new regulations coming out. Discussion was held. Comm Jerome made a motion to table this until the next meeting, seconded by Comm Beighley. All aye, motion carried.

- 8. Commissioner Portfolios
  - Comm Jerome-No Report.
  - Comm Heilman-No Report.
  - Comm Beighley-No Report.
  - Comm Beck-No Report.

The next Park Board meeting was set for November 19<sup>th</sup> at 12:00 noon at Dockside Entertainment Center.

Comm Jerome made a motion to adjourn, seconded by Comm Beighley. President Beck adjourned the meeting at 1:27 pm on October 15<sup>th</sup>, 2024.

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Commissioner

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Recording Clerk