

# Devils Lake Park Board

## MINUTES

### Regular Board Meeting

January 18, 2024

Present at this Regular Board Meeting were Commissioners Kale Stromme, Peter Jerome, Mark Beighley, Lisa Uhlenkamp and Jamie Beck. Also present was 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. Visitors present-Peter Foss, Matt Nelson & Gavin Brown-FTLT

Comm Beck called the regular meeting to order at 12:00 pm on January 18, 2024 at the Burdick Arena.

I. Minutes

Comm Jerome made a motion to approve the minutes from December 14<sup>th</sup> and January 4<sup>th</sup> as presented, seconded by Comm Stromme. All aye, motion carried.

II. Visitors

Peter Foss, Gavin Brown & Matt Nelson-FTLT

Peter Foss told the Board that they were present to discuss the use of the Bathroom in the new Roosevelt building during the performances for the patrons to use. Peter told the Board that he thought there was going to be outside doors to the bathroom for public use and Terry told him that they would be able to use the bathrooms for the performances. Heather told him that we already had rentals scheduled in the building and due to the loss of the calendar we are unsure of what is scheduled in the building already so we put FTLT down but if there was already someone scheduled for one of the dates FTLT would not have access to the bathrooms. Heather informed that Terry did not tell anyone else that they discussed FTLT using the bathrooms so staff was not aware of this. Further discussion was held about setting up a committee to discuss future usage and putting things in writing in case of future personnel changes. Heather told FTLT that we would put them in the calendar for the next few years but would need dates.

III. Staff Reports

Rob McIvor: Rob told the Board that the contracts for the tournaments and tee markers had gone out. Rob told the Board that membership information will also be going out soon. Rob told the Board that there are six events scheduled in January and 2 in February. Heather mentioned that we should start looking at the outdoor patio furniture again.

Andy Hokanson: Andy told the Board that he has been working on inside maintenance items. Andy told the Board that they had talked about putting up a hitting net up by the clubhouse and asked if we still wanted to do that. Comm Jerome had concerns about the look of it. Comm Beighley felt there were more important things to address. Andy also asked about future plans for bathrooms on the course. Heather said there was nothing budgeted for 2024 but if we wanted to do something in 2025 we would need prices before June. Andy will work on getting some prices.

The Board had written reports from Brent, Dennis and Christy. Christy mentioned that the playground installation should be completed today and simulators are going in.

IV. Bills

Comm Uhlenkamp made a motion to approve the bills, seconded by Comm Beighley. Heather told the Board that she wrote the check today for the playground equipment at Dockside. Heather also told the Board that the final payment for the Baseball Field Project is being sent as we have reached an agreement with Mid-America on the training. Roll call vote, all aye, motion carried.

V. Treasurer's Report

Heather provided a written report to the Board.

VI. Old Business

A. Dockside Update

1. Rental Rates for Meeting Room for half & full day

Christy told the Board that these rates were not set at the last meeting and we are looking at \$100 for a half day and \$200 for a full day for the week days only. Comm Stromme made a motion to approve the rates, seconded by Comm Jerome. All aye, motion carried.

2. Personal Property Insurance

Dennis told the Board that we have insured the playground equipment and will continue adding items as they arrive. The addition of the playground was \$62.00

3. Sound System

Christy told the Board that she met with LaFleur's to discuss a plan for the arcade games and for a sound system. Christy told the Board that LaFleur's said that the building is too large for them to do a sound system. Christy asked permission to get quotes for a sound system. Comm Uhlenkamp made a motion to allow Christy to get quotes for a sound system for Dockside, seconded by Comm Stromme. All aye, motion carried.

4. Phone/Broadband Agreement

Christy told the Board that we need to approve quotes for Dockside for the phone system and internet. Brent Johnson is recommending we go with 1 GB for internet. Comm Uhlenkamp made a motion to approve the quotes from NDTC for phone (\$9,762.32) and internet and to go with the 1 GB plan (\$79.95/month) for internet, seconded by Comm Stromme. Roll call vote, Comm Jerome: aye, Comm Uhlenkamp: aye, Comm Stromme: aye, Comm Beighley: aye, Comm Beck: abstained, motion carried.

5. Office Furniture

Heather told the Board that the current desks that we have will not fit in the offices so we need to get new desks for the offices and a custom-built workstation for the main office. Heather told the Board that they met with Francis from Roughrider Industries of Bismarck at Dockside and they are estimating the cost to be \$15,000 but we haven't gotten the official quote but there is a 12-week lead time so we need to get going on this. Comm Stromme made a motion to spend up to \$15,000 for office furniture for Dockside, seconded by Comm Beighley. Roll call vote, all aye, motion carried. Comm Jerome mentioned there is a grant available through Workforce Safety for stuff like this. Dennis will check into it.

6. Irrevocable Letter of Credit

Dennis told the Board that we need to table this since we haven't received the Letter of Credit from First United Bank yet. Comm Stromme made a motion to table, seconded by Comm Jerome. All aye, motion carried.

7. Staff Count & Wages

Christy went through what she put together for staffing needs and wages. Christy also mentioned that each employee would get a staff shirt to wear during their shifts. Christy also put together job descriptions and staff rules. Discussion was held. Comm Beck asked Christy to add them to our current pay scale and we can approve at the next meeting. Comm Uhlenkamp made a motion to table until the next meeting, seconded Comm Beighley. All aye, motion carried.

B. Attorney Opinion on Election Question

Comm Beck told the Board that Comm Uhlenkamp had asked if she could sit on both the Park Board and City Commission. Doug Broden felt that it was a conflict of interest for a person to sit on the Park Board and City Commission.

C. Personnel Policy Update

Heather told the Board that she updated the personnel policy to reflect the increase in the health insurance coverage. Heather also told the Board that Comm Beck, Dennis and herself met and discussed the vacation leave for new employees. It was added to the personnel policy that new full-time employees, at the

discretion of the Superintendent and Board of Park Commissioners, may start at a higher eligibility level or be given leave on start date. Heather also said they increased the amount of vacation a new employee receives per month from 4 hours to 8 hours. Comm Stromme made a motion to approve the updates to the personnel policy, seconded by Jerome. All aye, motion carried.

VII. New Business  
None

VIII. Commissioner Portfolios  
Comm Beighley: Comm Beighley asked if rates were staying the same for this year at the Golf Course. Heather told him they were.  
Comm Jerome: No report  
Comm Stromme: Comm Stromme commended the girls working maintenance on Monday night as they were working hard. Comm Stromme also commended Christy on the Bill Jerome Improvement Project Flyer she made. Comm Stromme also mentioned WDAY is also coming tomorrow to shoot some footage of the Bill Jerome.  
Comm Uhlenkamp: No report  
Comm Beck: Comm Beck said we should look at using the new building in Roosevelt for Christmas in the park next December. Discussion was held.  
The next regular board meeting was set for February 22nd.

Comm Jerome made a motion to adjourn, seconded by Comm Beighley. Comm Beck adjourned the meeting at 12:57 pm.

---

Commissioner

---

Recording Clerk