

Devils Lake Park Board

MINUTES

Regular Board Meeting

April 18, 2024

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

Comm Beck called the regular meeting to order at 12:00 pm on April 18, 2024 at Dockside Entertainment Center.

I. Minutes

Comm Jerome made a motion to approve the minutes from March 21st as presented, seconded by Comm Beighley. All aye, motion carried.

II. Visitors-Pam Lovin, Devils Lake Blue Line Club and Andrew Benjamin, Devils Lake Journal.

III. Staff Reports

Brent Schmitz: Brent provided a written report and also mentioned that there is a leak at the Bill Jerome Arena Lobby.

Andy Hokanson: Andy told the Board that the Course is full open. Andy asked about the plaques for the tee markers that were to be new or updated. Board asked Andy to check with Reslock Printing on this.

Rob McIvor: Rob told the board that all the cart barn spaces are taken and have noticed that there are more trail fee passes for this year. Commissioner Stromme asked about the possibility of adding a lean-to on the north side of the cart barn for added carts or even another cart barn by the Golf Course shop area. President Beck asked Andy and Rob to get those cost estimates and bring back to the board. Commissioners asked Rob to bring to the May meeting updated numbers of memberships, cart storage, trail user, etc.

Christy Remmick: Christy provided a written report and also mentioned she has been working on staffing, getting the rec track and misc. items ready to go, and trying to finalize items.

Dennis Nybo: Dennis provided a written report and also mentioned that the Ruger Park Pond was stocked with fingerling Northernns in the last week.

IV. Bills

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

V. Treasurer's Report

Heather provided a written report to the Board. No discussion from the Board.

VI. Old Business

A. Golf Course Patio Furniture – Rob supplied information for outside patio furniture, fire pit(s), etc. for the Golf Course Clubhouse. Discussion was held including if there will be covers for the items from the weather. Rob will look into the covers. Comm Stromme made a motion to approve the purchase of the patio furniture from Wayfair for \$7,700.00 which did not include shipping, seconded by Comm Beighley. Roll call vote, all aye, motion carried.

B. Pickleball Court Lines at Burdick Outdoor Rink – Superintendent Nybo supplied the commissioners with a cost estimate from Top Coat Seal Coating for the painting of a pickleball court and the cost of coating the entire area like tennis court surfacing. Cost is \$400/court for just the lines and \$25,000 for surface coating

the entire area. Comm Stromme made a motion to just do the lines for 4 pickleball courts at the Burdick Outdoor Rink, seconded by Comm Jerome. Roll call vote, all aye, motion carried.

C. Dockside Update

1. Prior Change Orders – These change orders were discussed in prior meeting but need action approval by the Board. PRO01 Changes:

- a. Metal Framing, Flooring Adjustments, Electrical & Lighting Adjustments, Fire Sprinkler Adjustments, Athletic Track Adjustments
- b. Bowling Alley and Simulators deducted from Construction Engineers and Park District buy outright to save on Sales tax, etc.
- c. Vestibule 100 East Doors
- d. RF1 Countertop Changes
- e. Golf Change Order
- f. Dividing Wall & Exterior Work (shared cost with Leever's Foods)

Comm Stromme made a motion to put into the record of the Prior Change Orders, seconded by Comm Uhlenkamp. Roll call vote, all aye, motion carried

2. New Change Orders – Discussion was held on the items.

- a. CP10 – PRO4 added power and data for TV's \$3,630.00
- b. CP13 – Bowling Alley Electrical Charges that needed to be done per specs from US Bowling for installation - \$22,837.00
- c. CP14 – Added carpet around track from meeting room to bathrooms - \$8,634.00
- d. CP15 – Change Lounge area flooring so the entire area is carpet and not have the area that has the vinyl plank area in the middle of the carpet - \$5,860.00

Comm Stromme made a motion to approve Change Orders CP10, CP13, and CP 15, seconded by Comm Uhlenkamp. Roll call vote, all aye, motion carried.

Discussion was held to get prices from local companies to finish off the cemented areas with flooring to make the areas look aesthetically pleasing and to Deny CP14 due the extreme cost.

Comm Stromme made a motion to deny Change Orders CP14, seconded by Comm Uhlenkamp. Roll call vote, all aye, motion carried.

3. Construction Loan Wire Transfer – Discussion was held to transfer the remaining \$477,490.00 Construction Loan to the Park District Account. Comm Jerome made a motion to transfer the remaining \$477,490.00 to the Park District account, seconded by Comm Uhlenkamp. Roll call vote, all aye, motion carried.

4. Employee Discounts – Discussion was held for all Full-Time staff and Commissioners to receive family memberships, bowling, and simulator free of cost. Part time staff of Dockside Entertainment would receive free single memberships only. Comm Uhlenkamp made a motion to approve the employee discounts and articles be brought to the board to be added to our policy and procedure employee handbook at the next meeting, seconded by Comm Stromme. Roll call vote, all aye, motion carried.

5. Possible Storage Trailer Grant Approval for Inflatables - Superintendent Nybo informed the Board that he submitted a grant for an enclosed trailer to house the inflatables and equipment through the Devils Lake Tourism Development Grant which is due May 1. The grant was already approved by the Devils Lake Tourism for \$12,000.00 for a 20-foot enclosed trailer which we are going to purchase locally.

VII. New Business

A. Burdick Arena Seat Sponsorship – Pam Lovin, Board member for the Devils Lake Blue Line Club, approached the Park Board about the Blue Line Club selling the remaining seats on the south bleachers for a fund raiser for the Club. They would like to be the only group that does this. Superintendent Nybo gave a back ground that the Park District sold the seats years ago to help with the cost of the new seating area/locker rooms. The Park District sold them for \$50/seat which included the plaques. What the Blue Club would do is sell them for \$100 per seat and give \$45 to the Park District, Blue Club would get \$45, and \$10 goes to purchase the plaques. There are 197 seats still available. Comm Stromme made a motion to allow the Blue Line Club sell the remaining seats for the stated price breakdowns, seconded by Comm Beighley. Roll call vote, all aye, motion carried.

- B. Grant Approvals Needed – The Board needs to approve Superintendent Nybo to move forward to apply for the following grants:
- a. Lake Region Community Fund Grant
 - b. Devils Lake Area Foundation Grant
 - c. Devils Lake Tourism Development Grant
 - d. North Dakota State Parks & Recreation RTP Grant

Discussion was held. Comm Stromme made a motion to allow Superintendent Nybo to apply for the Grants, seconded by Comm Jerome. All aye, motion carried.

- C. Superintendent's Six-Month Review – President Beck told the commission that he contacted each to get their feedback and items they may want to bring up. All were favorable and President Beck stated there will be a 5% increase and vacation days go from 10 hours per month to 14 hours per month which was agreed upon when Superintendent Nybo was hired with a favorable review. Comm Stromme made a motion to the 5% increase in salary and vacation hours from 10 to 14 hours per month, seconded by Comm Beighley. Roll call vote, all aye, motion carried.
- D. Ramsey County Water District Information and Demolition of 2 unused septic tank at Lakewood – Discussion was held that there are 4 septic tanks at Lakewood. Two are being used and the other two were put in the 1990's before the lake level rose which now one is under water close to the shore line and the other is in the parking lot and starting to deteriorate. These could lead to caving in and safety measures violated. The Water District will get rid of the two bad tanks at no cost to use but just need an approval from the board to do so. Comm Jerome made a motion to allow the Ramsey County Water District to remove the two unused deteriorating tanks, seconded by Comm Uhlenkamp. Roll call vote, all aye, motion carried.

- VIII. Commissioner Portfolios
Comm Jerome: No report.
Comm Stromme: No report.
Comm Beighley: No report.
Comm Uhlenkamp: No report.
President Beck: No report.

The next regular board meeting was set for May 23rd at noon at Dockside

Comm Uhlenkamp made a motion to adjourn, seconded by Comm Jerome. Comm Beck adjourned the meeting at 1:03 pm.

Commissioner

Recording Clerk