

The West Fargo Park Board met at 5:30 p.m. on Wednesday, January 20, 2016 at West Fargo City Hall. Members present were: Sharon Odegaard, Todd Rheault, Ken Zetocha, and Jeff McCracken. Commissioner Kathy Scully was absent. The meeting was called to order by Chair Sharon Odegaard.

Commissioner Zetocha made a motion, seconded by Commissioner Rheault to approve the order of the agenda with the following change: Addition – Board Member Communication.

Commissioner Zetocha made a motion, seconded by Commissioner Rheault to approve minutes of the December 16, 2015 meeting as presented. All board members present voting aye; motion carried.

Commissioner McCracken made a motion, seconded by Commissioner Rheault to approve the following items on the Consent Agenda:

Approve Bills (\$451,743.40)
Monthly Report

Commissioners Zetocha, McCracken, Rheault, and Odegaard voting aye; motion carried.

Director Erbstoesser handed out the T-Mobile agreement. Director Erbstoesser met with the City of West Fargo to clarify the shared commission percentage. The City retracted their offer because they felt the Park was fairly compensated by T-Mobile. The Park will receive an annual payment of \$2,500 beginning in January 2016, with four renewal terms every five years. Director Erbstoesser recommended approving the T-Mobile agreement.

Commissioner Rheault made a motion, seconded by Commissioner Zetocha to approve the agreement with T-Mobile as presented. Commissioners McCracken, Rheault, Zetocha, and Odegaard voting aye; motion carried.

Commissioner Scully was present.

Business Manager Germundson proposed three changes to the Veterans Memorial Pool for the 2016 season.

- 1) Admission Price: 2015 = \$2, \$4
 2016 = \$3

- 2) Season Pass: 2015 = \$45, \$75, \$200
 2016 = \$30 punch cards (10 passes)

- 3) Wristbands: 2015 = waterslide
 2016 = none

The proposed changes will simplify and streamline the Vets Pool experience. The reasons for the changes are the following: current system takes a tremendous amount of time for full and part time staff, previously a pass was only purchased at Park office or Vets Pool while the new change will allow the patron to buy a pass at either site, and wait times should significantly be reduced.

Business Manager Germundson reported on the financial impact of the changes for patrons and Park. For current Season Pass patrons, 91% of them will be better off financially under the new system of punch cards. For the Park, Admission revenue will increase while Season Pass revenue will decrease. Although the revenue is essentially unchanged, the huge potential salary savings of our full and part time staff is not factored in.

Commissioner Zetocha made a motion, seconded by Commissioner Scully to approve the 2016 changes to the Veterans Memorial Pool as presented. Commissioners Rheault, Zetocha, Scully, McCracken, and Odegaard voting aye; motion carried.

Recreation Manager Belisle gave an update on the recreation programs.

Director Erbstoesser presented The Quilters Guild contract. The Veterans Memorial Arena rental will be September 19 - 24, 2016. Director Erbstoesser recommended approving the contract.

Commissioner Scully made a motion, seconded by Commissioner McCracken to approve the contract as presented. Commissioners Rheault, Zetocha, Scully, McCracken, and Odegaard voting aye; motion carried.

Business Manager Germundson and Recreation Manager Belisle gave an update on full time staff. Three positions are now anticipated in 2016, compared to two positions when the 2016 budget was approved nearly six months ago. The three positions are Recreation Specialist (advertising now), Marketing / Communications Coordinator (April), and Maintenance (June / July). With the unanticipated additional hire, the General Fund budget line items of FT Salaries, Retirement, and Insurance will exceed their budget line items in 2016. However, the General Fund overall has a budgeted surplus of over \$300,000. No action is needed, informational purposes only.

Business Manager Germundson presented the 2014 audit. Commissioner Zetocha made a motion, seconded by Commissioner Rheault to receive and file the 2014 audit. Commissioners Scully, McCracken, Rheault, Zetocha, and Odegaard voting aye; motion carried.

Business Manager Germundson reviewed the 2015 budget amendments. There were higher than anticipated General Fund Revenues, which resulted in a surplus of \$397,138. Due to the large surplus, Business Manager Germundson transferred \$180,000 into the Capital Improvement Fund and \$180,000 into the Special Assessment Fund.

Commissioner McCracken made a motion, seconded by Commissioner Scully to amend the 2015 budget as presented for the following funds:

• 8030	General Fund	\$3,259,978.61
• 8050	Special Assessments	485,085.28
• 8220	Rustad Rec Center	3,497,441.82
• 8240	Eaglewood	74,500.00
• 8250	The Wilds	132,180.00
• 8240	Goldenwood	516,758.79
• 8535	2013 Bond	209,468.15
• 8625	Shad Wd 11 / 12 SA	183,146.35
• 8635	Rivers Bend 14 SA	553,613.93
• 8705	Arena Cap Imp	35,651.48
• 8710	Sponsorship	75,000.00

Commissioners Rheault, Zetocha, Scully, McCracken, and Odegaard voting aye; motion carried.

Director Erbstoesser will send out dates for a retreat that will take place in February or March.

During the January sub-committee meeting, the topic of board communication was inadvertently brought up. There is an interest with the board packets to move from paper to electronic copies. Going forward, all board packets will be sent electronically. There is also an interest in using a laptop or tablet for board member use. Most other public entities incorporate the use of these technologies. Director Erbstoesser will get cost estimates on laptops, tablets, etc. for each board member.

Chair Sharon Odegaard

Clerk Justin Germundson