

**PARK BOARD MEETING**  
**January 9, 2017**

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Regular Meeting at 4:00 pm, Monday, January 9, 2017 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, Howard Sharpe, Tim Daniel, and KC Homiston. Also present Director James Kramer, Park Operations Manager Scott Mack, Golf Operations Manager Sam Davis, Facility Operations Manager X Dukart, Facility Operations Manager Matt Mack, Marketing/HR Manager Amber Mathieson, Attorney Randall Sickler and Clerk Leah Hoenke. Commissioner Scott Karsky was absent.

APPROVAL OF MINUTES: MOTIONED BY: Tim Daniel; SECONDED BY: Howard Sharpe to approve December 8, December 12 and December 21 meeting minutes. Upon vote, all aye. Motion carried.

CLAIMS: MOTIONED BY: Howard Sharpe; SECONDED BY: Tim Daniel to approve December Claims in the amount of \$700,652.92. Roll call vote: Ayes: 4; Nays: 0; Absent: 1.

Parks/Patterson Lake

Patterson Lake Management Agreement (Attachment #1) – Director James Kramer reviewed correspondence from the Bureau of Reclamation on the management agreement modification. He said he met with them to discuss the difference of opinion on land we manage and that this modification No. 1 will replace the current agreement that lays out the lands we currently manage and correct identification. Director Kramer stated that we manage all parcels of property that we thought we were and takes out the parcel that is section of temporary housing units, game and fish headquarters, dam and access area around dam that the Bureau of Reclamation will continue to manage. Director James Kramer recommends approval of this document. MOTIONED BY: Tim Daniel; SECONDED BY: Howard Sharpe to approve the Management Agreement Modification NO. 1 by the Bureau of Reclamation. Upon vote, all aye. Motion carried.

Patterson Lake Winter Access – Kyle Jost – Dickinson resident Kyle Jost was in attendance to discuss winter access at Patterson Lake. He said he feels like we are missing a huge opportunity at Patterson when gates are locked and roads are not plowed. He would appreciate more access and said there are only two access points that are accessible, he is requesting that the roads be plowed as well as the walking path during winter months. Commissioner Howard Sharpe said it will boil down to manpower. President Scott Kovash said for the path, the problem is every time the wind blows it might be tough to keep the path open with the manpower we have. He asked if we have the equipment to clear the road. Director James Kramer said in the past it hasn't been a problem, this year is different because of large amounts of snow. We only close gates when the roads become impassable and the last few years, gates have been open. Park Operations Manager Scott Mack said it is possible with a plow. President Scott Kovash said we can hopefully try it and see how it goes. Director Kramer said the hard part is we get the same calls for both sides of lake, but we could make an effort. Mr. Jost said the only access now is to drive across the lake. Manager Scott Mack said that we close the gates on the south side because people go back there and screw around. Mr. Jost said he understands, but thinks it is a safety issue driving across the lake. Discussion followed. Director Kramer said that in the winter, Manager Mack only has 2 full-time and 1 part-time employee to clear all of our facilities. He said by no means is it impossible and we will do a test run. Director Kramer said he will talk to the county and see what they think and said he will call Kyle to follow-up.

Park Operations Manager Report (Scott Mack) – Manager Scott Mack reported on snow removal. He said they have been doing snow removal and will put more water on the two outdoor rinks. Also reported taking aluminum bleachers from ballpark and make 2, 27 ft bleachers at the Coke field. Manager Mack also reported searching for title and deeds for all of our parks. He has half of them now but wondering if we want to have a title company search the rest for record keeping purposes. Director Kramer said we are trying to determine City owned vs. Park District owned property.

Recreation/Facilities

DSU Student Fee Proposal – Director James Kramer said tonight is one last opportunity for discussion on the DSU student fee proposal. We will continue to move forward to design a fee for students who live in college provided housing, which is roughly 200 students with a goal to include all DSU students in the future. He said they are hoping to start this fall. The university wanted to start with student housing and didn't want to charge other students who don't live in Dickinson, such as online students.

Facility Maintenance Manager Report (X Dukart) – Manager X Dukart reported snow removal, trying to clean up problem areas. He also reported installing spotlights at ice rink for public skate sessions. He said they used at the New Year's Eve party. Manager Dukart said the air handling units at West River Community Center are wearing out and he's having to replace parts.

Recreation/Facilities Manager Report (Ryan Nelson) – Manager Ryan Nelson was absent.

Facility Operations Manager (Matt Mack) – Manager Matt Mack reported on swim lessons starting next week; as well as formed another indoor soccer league to start next week, play on Tuesday evening at 6. He said they also have an indoor golf simulator league, which has 16 teams on Monday evening. He reviewed the planned meet and greet events for personal training program that will give people access to trainers, ask questions, good opportunity to create more business. He reported on a Winter Freeze Swim Meet January 21-22 and is working on the annual report at community center and hoping to share numbers at next meeting.

#### Projects/Capital Planning

Veterans Pavilion (Attachment #2) – Director James Kramer reviewed the Veterans Pavilion design, site overview and cost estimates. He said this is based on averages, not from any construction document. He met with veterans group to talk about the site, design, building, fundraising, and operation and maintenance and said everyone is on same page, next step is to take to the construction design phase. Commissioner KC Homiston recommended using a construction manager. Director Kramer said we used a construction management agency route that helped through design and the other route is construction management lump sum price. He said the City of Dickinson used that form for the law enforcement center. It takes the donation bid out of the mix and put to the construction manager. Commissioner KC Homiston said he thinks that is the direction that this project needs. Director Kramer said next step is to put together an RFP, which buys one more level of security where you work with construction manager and architect and they put together a price based off those drawings. Director Kramer recommends the guarantee fee of construction manager. Commissioner Homiston said at some point we will get a guarantee max price through this process, we won't be agreeing with something with an unknown price, we'll know what is ahead before we start. Director Kramer said we will use Commissioner Homiston and Karsky to move forward with process. MOTIONED BY: KC Homiston; SECONDED BY: Howard Sharpe to approve moving forward with the RFP process for Veterans Pavilion. Commissioner Howard Sharpe said this doesn't lock us into anything if we don't like the price. Commissioner Homiston said that scale backs can be made during the design phase. Upon vote, all aye. Motion carried.

The Veterans group members were present and said they are willing to go out and raise more funds, they are actively involved in process. Kathy Logosz, Secretary/Treasurer spoke and said through the end of December we have deposited \$16,121 towards project. She said we already have money earmarked for this, through commitments between Park Board, Veterans Memorial Association, Stark County, City, and American Legion we have commitments of \$610,000. The Board thanked Kathy for her update.

#### Golf

Organizational Recommendations (Attachment #3) – Director James Kramer reviewed the organizational chart, current and future. He said currently Golf is a stand alone department. When we have major changes in hiring as we did with the golf pro, one of the proposed ideas for golf course is to take golf maintenance and put into parks and put the pro shop under our facilities department. He said with the hiring of golf pro, it may be time to take the first step in this organizational plan. He explained that for the time being we will still have a recreation manager and facilities manager, but eventually combine into one department. Commissioner KC Homiston asked if the golf pro will report to Facilities Operations Manager Matt Mack. Director Kramer said yes the golf pro will work for Manager Matt Mack. He said he would like to bring this back to show the changes made and then talk what the next step is for master plan.

Golf Operations Manager Report (Sam Davis) – Manager Sam Davis reported the pro shop was open the last week in December and now will be closed until March 1. He said on the maintenance side they are busy fixing snow removal equipment and removing snow. They will work on ball washers, mowers, and hope the weather breaks to reestablish the groomed ski trail.

#### Personnel/Finance/Administration

##### 2016 Year End

Budget Amendments (Attachment #4) – Director Kramer reviewed budget amendments, all five funds were non budgeted amounts and recommends the following amended amounts:

Emergency Fund – Amended amount of \$7,934.40 that was used for the WRCC lightning strike – MOTIONED BY: Howard Sharpe; SECONDED BY: KC Homiston to approve Emergency Fund amended amount of \$7,934.40. Upon vote, all aye. Motion carried.

Future Projects Fund - \$272,474.39 used for Astoria Field Improvement project – MOTIONED BY: Tim Daniel; SECONDED BY: Howard Sharpe to approve the Future Projects Fund amended amount of \$272,474.39. Upon vote, all aye. Motion carried.

Parks & Facilities Replacement Fund - \$44,146.74 for purchase of the 2006 540 Zamboni – MOTIONED BY: KC Homiston; SECONDED BY: Tim Daniel to approve the Parks & Facilities Replacement Fund amended amount of \$44,146.74. Upon vote, all aye. Motion carried.

Park Land Development Fund - \$31,812.75 for Rocky Butte/Turtle Park bathrooms – MOTIONED BY: Howard Sharpe; SECONDED BY: KC Homiston to approve the Park Land Development Fund amended amount of \$31,812.75. Upon vote, all aye. Motion carried.

West River Expansion Fund - \$100,000 for 4 of 10 years pledge payoff – MOTIONED BY: Tim Daniel; SECONDED BY: Howard Sharpe to approve the West River Expansion Fund amended amount of \$100,000. Upon vote, all aye. Motion carried.

Fund Transfers (Attachment #5) – Director Kramer gave an overview of fund balances and recommended approval of all suggested transfers. He said once everything is approved Finance Supervisor Sara Turner will put changes in December financials.

Suggested Transfers:

\$115,314.35 – MOTIONED BY: KC Homiston; SECONDED BY: Howard Sharpe to approve the transfer of \$115,314.35 to be transferred from the Parks and Recreation General Fund to the Heart River Golf Course Fund. Upon vote, all aye. Motion carried.

\$14,070.84 – MOTIONED BY: Howard Sharpe; SECONDED BY: Tim Daniel to approve \$14,070.84 to be transferred from the Parks and Recreation Special Events Fund to the Parks and Recreation General Fund. Upon vote, all aye. Motion carried.

\$15,000 – MOTIONED BY: Tim Daniel; SECONDED BY: KC Homiston to approve a total of \$15,000 from Oil and Gas Fund to Emergency Fund (\$3,774.87); Future Projects Fund (\$5,612.57) and Parks and Facilities Replacement Fund (\$5,612.56). Upon vote, all aye. Motion carried.

\$50,000 – MOTIONED BY: KC Homiston; SECONDED BY: Howard Sharpe to approve \$50,000 to be transferred from the West River Community Center Fund to the West River Expansion Fund. Upon vote, all aye. Motion carried.

Pledge Securities (Attachment #6) – MOTIONED BY: Howard Sharpe; SECONDED BY: KC Homiston to approve the Pledged Securities. Upon vote, all aye. Motion carried.

Director Evaluation – President Scott Kovash said he will hand out the Director’s Evaluation forms and would like them back by the January 27 roundtable meeting.

Marketing/HR Manager Report (Amber Mathieson) – Manager Amber Mathieson gave a presentation on new marketing plans in progress. She showed a new way to implement our newsletters through an email software called Constant Contact. She discussed new display screens throughout the community center that will be located at the front entrance, outside locker rooms and the weight room. The new displays will provide information to our customers and will replace the media rack in the front entrance. Manager Mathieson also reviewed a new platform for our website that will take place soon.

Director Report (James Kramer) – Director James Kramer had nothing further to report.

Legal Counsel Report – Attorney Sickler had nothing to report

Adjournment–MOTIONED BY: Tim Daniel; SECONDED BY: KC Homiston to adjourn the meeting at 5:01 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

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Clerk

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President