

**PARK BOARD MEETING**  
**April 10, 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, April 10, 2017 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: Howard Sharpe; SECONDED BY: Scott Karsky to approve March 13 and March 31 meeting minutes. Upon vote, all aye. Motion carried.

CLAIMS: MOTIONED BY: Scott Karsky; SECONDED BY: Howard Sharpe to approve March Claims in the amount of \$500,898.49. Roll call vote: Ayes: 3; Nays: 0; Absent: 2.

#### Grounds Maintenance

Grounds Maintenance Manager Report (Scott Mack) – Manager Scott Mack reported getting things ready for mowing and will start the irrigated parks thatching and pickup. Astoria field has been taking most of their time, getting fences up, a lot of little stuff, all major stuff is done. Still working on scoreboard signage. He also reported on getting things ready at golf course for work at Hole 5 within next 4 weeks. Soil samples came back better, not significantly, but better than before. He said golf course staff is full as well as parks staff. Dirt work is planned for first week of May. All dependent on the sod coming in. Director Kramer said they'll have a more detailed plan with Cordova Construction at the roundtable meeting in May.

#### Recreation/Facilities

Recreation/Facilities Manager Report (Ryan Nelson) – Manager Ryan Nelson reported on the 93 teams at the Spring Optimist Tournament; and YAP volleyball grades 3-6 is in full swing. He said after softball registration we are down 3 teams in men, 2 teams in womens and down 10 teams in coed. Golf league registration, mens at max of 48, women's is 19 teams, down 5 from last year in women's. Sand volleyball registration ends on April 25. Heart River Retreat, every Friday, Saturday, Sunday booked through May. Upcoming events at ice center - circus, RV, car show, community garage sale; the building has been very busy.

#### Facilities

Facility Operations Manager (Matt Mack) – Manager Matt Mack reported on memberships at WRCC, special events going on during the weekends, busy month ahead at WRCC. Patterson Lake, 2 of 3 boat ramps are in. He said at the golf course he's trying to get Patrick more help at the Pro Shop, have some interviews scheduled. He reported he would like to see more applicants at the outdoor pool for lifeguards. They are doing monthly trainings and are conducting interviews over Easter break.

Facility Maintenance Manager (X Dukart) – Manager X Dukart reported being busy with events at ice center. He said they will start doing some lawn maintenance around WRCC and will start working on outdoor pool the beginning of May. He also reported replacing parts on the showers at WRCC and busy with all the little things, day to day maintenance.

#### Projects/Capital Planning

Schutz-Foss Agreement (Attachment #1) – Director Kramer reviewed the Schutz-Foss agreement with architect firm for Veterans Pavilion. He said the lump sum amount of \$85,512 is approximately 10 percent of total project. Lump sum includes all design, mechanical and electrical engineering, does not include any site engineering. Director Kramer recommended approval. MOTIONED BY: Scott Karsky; SECONDED BY: Howard Sharpe to approve AIA agreement with Schutz-Foss Architects. Upon vote, all aye. Motion carried.

#### Personnel/Finance/Administration

Approval of Pledge Securities (Attachment #2) – MOTIONED BY: Howard Sharpe; SECONDED BY: Scott Karsky to approve Pledge Securities. Upon vote, all aye. Motion carried.

Financial Statement (Attachment #3) – No discussion was held. Will be reviewed at the roundtable meeting.

Marketing/HR Manager Report (Amber Mathieson) – Manager Amber Mathieson reported finishing up the activity guide, she reviewed the new layout. She also reviewed the promotion through social media and emailed to those signed up for the DPR newsletter. She said there was a pretty good open rate of 40% of the emailed brochure. Manager Mathieson said the new REACH screen has been installed at the golf course. She also is working on the new website and said all of our daily facility schedules will import straight to the REACH boards. She reviewed current employment ads and said a lot of positions are filled. There are announcements out on website, social media

and ndjobs website. She said there will be some fulltime employment trainings held in April; defensive driving, attitude doctor and EAP.

Director Report (James Kramer) – Director James Kramer reported on the recent request from the hockey club. He said we will sit back and see where they go with the proposal they have. They will eventually come back to present their final plans at a later date. He also reported that he had a very informal request from the Stark County Park Board with them asking if we are interested in being a scheduler of their new facility. He hasn't had a chance to talk with our staff to see if it could work. They don't have a staff the way we do to help with their scheduling. Discussion followed on possible events. President Scott Kovash said he thinks if we are able to we should at least try to help them.

Legal Counsel Report – Attorney Randy Sickler had nothing to report.

Adjournment – MOTIONED BY: Scott Karsky; SECONDED BY: Howard Sharpe to adjourn the meeting at 4:21 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
President