

**PARK BOARD MEETING
May 8, 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, May 8, 2017 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: KC Homiston; SECONDED BY: Howard Sharpe to approve April 10 and April 28 meeting minutes. Upon vote, all aye. Motion carried.

CLAIMS: MOTIONED BY: Howard Sharpe; SECONDED BY: Scott Karsky to approve April Claims in the amount of \$506,765.82. Roll call vote: Ayes: 4; Nays: 0; Absent: 1. Motion carried.

Grounds Maintenance

Grounds Maintenance Manager Report (Scott Mack) – Manager Scott Mack reported at the shop they are fully staffed for summer; softball starts tonight, they have Gress Complex ready and North Complex will be up and running by next week. All water is on and irrigation will be up and running soon. He also said they will start aerating and spraying dandelions throughout the district and at the golf course, they will spray after sod is done. Manager Mack said it is very dry out there; they are working on equipment and trying to catch up with the dry conditions. He said that Sam Davis has been staying out there to try and keep the irrigation running as much as he can; he's waiting for parts to get the computer part of irrigation system up and running.

Recreation/Facilities

Recreation/Facilities Manager Report (Ryan Nelson) – Manager Ryan Nelson reported that the West River Ice Center has been busy with a bunch of events, Hair Ball is this Friday, North Dakota Firefighter's Convention in June. He said spring youth volleyball just finished and went very well. He's getting ready for summer programs, most of hiring for those programs is done. Adult programs - softball starts tonight, golf league, sand vb start on May 23.

Facilities

Facility Operations Manager (Matt Mack) – Manager Matt Mack reported on outdoor pool, finalizing concessions menu, conducting interviews, all admissions and concessions staff are filled. He said weather and staff pending, pool will open on May 27. There will be a guard course this weekend, he would like more lifeguards. We have some advertising out for lifeguards. He reported that Patterson Lake modern campground is open, booth and primitive area will open May 26. Manager Mack said the golf course pro shop is pretty well staffed, waiting for college and high school to be done to get a few more once school is out. He reported on April golf rounds, April was a good month and said season passes are up over the last few years. Online booking of tee times needs more tweaking, mobile side still not ready, but making tee times from a desktop computer works well. They are working on an automated phone system to be trialed at the golf course; the phones will transfer to the parks and recreation office as overflow. Bulk is going to happen on weekends, hoping to have a queue system for phone calls. We'll be doing some testing to be fully operational in June. Director James Kramer said the volume of phone calls that the golf course gets is unbelievable. We would like to try to find a way to reduce that to help with customer service.

Facility Maintenance Manager (X Dukart) – Manager X Dukart reported getting busy with outdoor pool. Last week we placed plugs in the pumps, turned water on, connected sinks. Cleaning out pond, get ready to put fountain in along with helping Manager Scott Mack and Sam Davis with sod at golf course, sending guys to help out. Manager Dukart said next week they will finish filling the pool, try to start running and testing things to get all issues worked out before opening weekend at end of month.

Projects/Capital Planning

Meyer Agreement (Attachment #1) – Director James Kramer reviewed the Meyer agreement. He said he received a follow up call from the City and they are requesting to relocate the new school development at Sundance Village. When we wrote agreement, it was using all 3 developments from Meyer Group, 34 acres or \$704,000 cash in lieu of property. We have been negotiating with school district the past 3 years and this late in the game the City is deciding it is not the right spot. He said the school district is still interested in Pinecrest, possible change to request acres in Pinecrest and sell to school district. Director Kramer said that if the school is out of the mix with original plan it gives us the opportunity to develop the full 26 acres. He said this is a bump in the road but will continue to meet and work things out. Discussion followed.

Personnel/Finance/Administration

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

Financial Statement (Attachment #3) – Director Kramer reviewed revenue over cash expenditures. Some of facilities we are starting to see some additional revenue.

Board Open Position / Budget Committee – Director Kramer stated that Commissioner Howard Sharpe has said that July 28 will be his last meeting. The budget committee will begin in a few weeks, we need to replace him on that committee, possibly with Scott Karsky or Tim Daniel. President Scott Kovash said he thinks we were leaning towards filling the Park Board position roughly for a year preferably with someone who has been here, a previous commissioner. He asked what the thoughts are from the board. Commissioner KC Homiston said he would be curious what the former commissioners thoughts are, are they even interested. Attorney Randy Sickler previously said historically the City has opened it up to applications or appointed with a former member. Director Kramer said the City felt that it kept the playing field equal at the next election. President Kovash said we should start with the 3 that have been commissioners in the past, get their feedback. Commissioner Homiston said his gut reaction is it might be nice to have a fresh person; the other board members probably left because they were ready to. Director Kramer said he will visit with attorney on how we can appoint and get more clarification on the process.

Policy Manual (Attachments #4, 5, 6) – Attachments Employee Policy Manual, job descriptions and organizational chart are provided for your review and then will be put on the roundtable meeting agenda. Director Kramer said the employee benefits committee went through policy manual and made some changes. He would like the Board to have an opportunity review and then we will go over at the roundtable meeting. He said Manager Amber Mathieson put a lot of work into the job descriptions in order to take to next level. They will ultimately be put on Greenshades software to be accessible to employees. He also reviewed the organizational chart; there are a few changes in names and title changes.

Marketing/HR Manager Report (Amber Mathieson) – Manager Amber Mathieson reported being busy with job descriptions, 36 total job descriptions that will be available online for each employee to review. She said the organizational chart has been updated, positions are fully staffed, only open is full time position in maintenance that we have chosen not to fill this year. Manager Mathieson also reported on the new website is making progress, mobile version is going to be a huge improvement. She said there will be a sit down with employees to go over golf course promotions, tournaments and website information. Also reported that July is National Parks and Recreation Month. There will be promotions at the Bandshell, free use days, free activities, etc. There is a new Explore your Parks card available in the spring/summer brochure to encourage people to go to the parks along with a photo contest.

Director Report (James Kramer) – Director James Kramer thanked Manager Scott Mack on his hard work this spring with his new duties, there was a ribbon cutting at the new DSU indoor arena where they recognized Manager Mack for his work. He said it is pretty impressive all of the time and work he puts in. President Scott Kovash said great job to Scott as well. On another note, President Scott Kovash said we will start doing roll call votes for all agenda items as a recommendation from our attorney.

Legal Counsel Report – Attorney Sickler was absent.

Adjournment – MOTIONED BY: KC Homiston; SECONDED BY: Scott Karsky to adjourn the meeting at 4:30 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President