

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

ROLL CALL: Present were Commissioners Scott Kovash, Howard Sharpe, Tim Daniel and 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, Clerk Leah Hoenke, Attorney Randall Sickler. Commissioner Scott Karsky was absent.

APPROVAL OF MINUTES: MOTIONED BY: KC Homiston; SECONDED BY: Tim Daniel to approve June 12 and June 30 meeting minutes. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Karsky). Motion carried.

CLAIMS: MOTIONED BY: Howard Sharpe; SECONDED BY: Tim Daniel to approve June Claims in the amount of \$1,100,651.50. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Karsky). Motion carried.

Grounds Maintenance

Grounds Maintenance Manager Report (Scott Mack) – Manager Scott Mack reported doing a lot of irrigation work in the parks; a lot of problems over last week. Diseased trees have been cut down, 7 trees out of State Avenue by experiment station. His staff will be doing some wood chip rings around trees and playgrounds, mowing, trimming and keeping up with weeds. Manager Mack said on the golf course, keeping up with water, mowing and fertilizing. Assistant Manager Sam Davis was present and said there is some heat stress but otherwise looks pretty good. Director Kramer explained that prior to change in weather pattern, we had a plan and now with the drought we'll leave at a higher cut and when it is cooler, cut down but leave a little longer until next spring. Discussion followed.

Recreation/Facilities

Recreation/Facilities Manager Report (Ryan Nelson) – Manager Ryan Nelson reported at the West River Ice Center we have a new event, Dakota Farm Equipment is having a new training session and interested in using the facility more in future. Dickinson Tackle Football is expanding and taking over the 3rd and 4th grade flag football program. Adult programs are coming to close for regular league play, tournaments will start soon. Summer golf league registration ended today. Will start working on registration for fall leagues, flag football, volleyball, 3 x 3 basketball. Miller Lite Softball Tournament went well, this was the 40th year and is the second longest running tournament in North Dakota. Manager Nelson also reported getting ready for the American Legion Central Plains Baseball Tournament in August.

Facilities

Customer Service Recognition – Patrick Rominger – Director Kramer said he invited Patrick Rominger and Sam Davis to meeting. He said customer service has been a focal point of improvement at the course; he said it is a tribute to Sam and Patrick that we've come a long ways in that area. Golf Pro Patrick Rominger was recently awarded the Chamber of Commerce Customer Service Pin. He also said Assistant Grounds Manager, Sam Davis has done a great job over the years when we did not have good customer service at the course. Director Kramer also said that golf pro shop coordinator Pat Welch received the Sax Motor Customer Service Award as well. President Scott Kovash said he agrees with Director Kramer and he has not heard one complaint at the course this year. He thanked Patrick and Sam for their hard work.

Facility Operations Manager (Matt Mack) – Manager Matt Mack reported at WRCC outdoor pool we had a Splash Bash sponsored by American Bank Center, brought in 520 people, hit capacity all day that day. He said they are also getting ready for Swim under the Stars, July 28 & 29. He stated last Thursday we had a free day in observance of National Parks and Recreation Month of July; there were 497 people come through on that day. Manager Mack reported that he has added another trainer for our Personal Training Services to help accommodate more people. He stated Patterson Lake camping is normal compared with last couple of years. He said Manager Scott Mack and his crew installed a volleyball net on the beach and they are prepping for a beach party and 5k fun run this Thursday, along with planning for events at golf course; Junior Golf Tournament on July 28, Club Championship July 29 & 30.

Facility Maintenance Manager (X Dukart) – Manager X Dukart reported being busy, setting up boards at the ice rink and will start making ice next week. He also reported doing some repairs to lazy river pump, now working well and is up and running. He also reported that a field service mechanic was here to look at our AC units—there were minor repairs needed, but nothing major.

Projects/Capital Planning

Veterans Pavilion (Attachment #1) – Director James Kramer reviewed the attachment, breakdown of construction budget for veterans pavilion. He said last Friday the Board approved a max price from Kolling & Kolling without bathrooms. He said that he has spent some time working with Veterans Memorial Association and they have once again stepped up and went to the County and got them to give more money. They currently have \$950,000 locked in for the project. Director Kramer reviewed possible alternates that will take the total

project to \$950,567. He said, we do think there is another \$25,000 potential to take fundraising to \$975,000 which will take care of alternates. Bid alternate #2 – Storage Space, \$24,050 will not be accepted. As things are now, we've identified some exterior storage space to make available to their group, between golf course and bandshell there is some potential extra storage for them. Director Kramer reviewed the FF&E, he said we'll need some of 2018 budget to take care of all of the FF&E. He also reviewed future upgrades to memorial park area; parking will become a topic of conversation, right now there will be minimal lining of parking lot spaces, but overflow parking is something we'll have to take a look at in the future. The bandshell will need some exterior work in the future as well. Director Kramer's recommendation is to approve alternates 1, 3 & 4 and move forward with project. President Scott Kovash asked about security cameras. Director Kramer said currently that is a FF&E line item at a later date. MOTIONED BY: Tim Daniel; SECONDED BY: Howard Sharpe to approve adding bid alternates 1, 3 and 4 for the Veterans Pavilion project. Roll call vote: Ayes-4; Nays-0; Absent-1 (Scott Karsky). Motion carried.

Personnel/Finance/Administration

Approval of Pledge Securities (Attachment #2) – MOTIONED BY: Howard Sharpe; SECONDED BY: KC Homiston to approve the pledge securities. Roll call vote was: Ayes-4; Nays-0; Absent-1 (Scott Karsky). Motion carried.

Financial Statement (Attachment #3) – Director Kramer stated he will cover in quarterly report.

Quarterly Report – Director Kramer gave a presentation on the financial report as of June 30, 2017. He reviewed General Fund and HRGC revenue. He said June golf rounds are up from last year along with season pass holders have increased by \$10,000 from last year. He also reviewed that WRCC is tracking close to last year as well. Director Kramer said that taking over the personal training services has made a big difference, he believes that was a good move. Facility Operations Manager Matt Mack reviewed WRCC member totals. Director Kramer went on to show the Fund Balance Report, compared the last 3 years revenue. He pointed out that Hole 5 work came out of Emergency Fund. He stated that ESG Fund is carrying \$118,000. He also reviewed the Ballpark Improvement Project, unfunded amount is \$29,948. There will be a seat sales campaign this fall—goal is to sell 100 seats at \$250/each along with the American Legion Central Plains fundraising of \$10,000. President Scott Kovash commended Director Kramer and his staff on a job well done with the ballpark improvement project. Discussion followed.

2018 Budget Update (Attachment #4) – Director Kramer reviewed the mill rate comparison attachment. He said the budget committee will start meeting with a goal of end of August to present 2018 budget for approval.

Commissioner Sharpe Resignation (Attachment #5) – Director Kramer said this attachment is a resignation letter from Vice President Howard Sharpe; he said we'll need formal approval of his resignation. His last meeting will be July 28. Discussion followed on the process of replacing the board seat. MOTIONED BY: KC Homiston; SECONDED BY: Tim Daniel to approve Howard Sharpe's resignation from the Park Board. Roll Call Vote: Ayes-4; Nays-0 Absent-1 (Scott Karsky). Motion carried.

Marketing/HR Manager Report (Amber Mathieson) – Manager Amber Mathieson reported on the Patterson Lake Beach Party and official ribbon cutting at 4pm for Crooked Crane Trail. She said the majority of staff will be there and she's hoping for a good turnout. She reviewed the upcoming Swim under the Stars event; this year we will keep outdoor pool closed that day, indoor pool will be open until event starts that evening. She said there will also be a food drive with admission being a can of food. Manager Mathieson reported she's currently collecting all information for fall brochure to be available end of August. Also keeping up with digital boards and social media and newsletters. She stated that this month we'll introduce Snap Chat to engage more with community. She also said to watch for a golf newsletter to be out soon.

Director Report (James Kramer) – Director James Kramer said after last meeting our staff will work one on one with Hockey Club on their expansion project for a possible skills room. He also reported that Manager Scott Mack and himself, met with the Highlands Park group. He said it went very well and they are interested in working with us; they will not fight for a playground but do want a walking trail and are interested in a bridge across the river. Director Kramer also said the all-inclusive playground group is moving full steam ahead and he will keep the board updated on the progress.

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

Adjournment – MOTIONED BY: KC Homiston; SECONDED BY: Howard Sharpe to adjourn the meeting at 4:47 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President