

**PARK BOARD MEETING**  
**October 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, October 9, 2017 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, KC Homiston and Carol Herauf. Also present were Director James Kramer, Park Grounds Maintenance Manager Scott Mack, Recreation/Facilities Manager Ryan Nelson, Facility Operations Manager Matt Mack, Facility Maintenance Manager X Dukart, Clerk Leah Hoenke, Attorney Randall Sickler. Commissioners Tim Daniel and Scott Karsky were absent.

APPROVAL OF MINUTES: MOTIONED BY: KC Homiston; SECONDED BY: Carol Herauf to approve September 8, September 11, September 18 and September 29 meeting minutes. Roll Call Vote: Ayes-3; Nays-0; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Carol Herauf; SECONDED BY: Tim Daniel to approve September Claims in the amount of \$534,603.73. Roll Call Vote: Ayes-3; Nays-0; Absent-2 (Daniel; Karsky). Motion carried.

Special Appearance – Employee Years of Service – Employee was not available; will move to October Roundtable.

#### Grounds Maintenance

Patterson Lake Annual Review (Attachment #1) – Director James Kramer provided the annual review of Patterson Lake from the Bureau of Reclamation. He said they meet with us on an annual basis to review procedures at Patterson Lake. Director Kramer thanked Managers Scott Mack and Matt Mack on their work at the lake.

Grounds Maintenance Manager Report (Scott Mack) – Manager Scott Mack reported work at Mustang Complex putting up a new batting cage. He said it is totally Mustang Baseball Club operated and will be right next to existing batting cages. He also reported Cordova re-crowned and re-shaped all baseball/softball fields with agri-lime and said Turtle Park and Rocky Butte Park bathrooms are both completed inside and out. Manager Mack stated they will begin irrigation blowout at parks and facilities and will begin blowout of irrigation at golf course in a few weeks, weather dependent, as well as fall maintenance at the course. He also said that he is down to only the full-time employees at the maintenance shop; all seasonal employees are done.

#### Recreation/Facilities

Recreation/Facilities Manager Report (Ryan Nelson) – Manager Ryan Nelson reported adult flag football league finishes this Sunday and half way through fall volleyball season. Registration packets have gone out for winter basketball along with basketball tournaments registrations are out as well. Manager Nelson reported that he is steadily booking the ice center community room for parties over the winter. He also said Heart River Retreat is booked every weekend this month and he is working on off season ice center rentals for next year.

#### Facilities

Facility Operations Manager (Matt Mack) – Manager Matt Mack reported on Patterson Lake being closed for the season. He updated the Board on WRCC member numbers, currently have 6,330 total memberships. He also reported on fall programs, including swim lessons, sports mixer, youth tennis all starting in a couple weeks. He said the new survival swimming lessons for infants was started the end of last month and is going well, had good registrations with a wait list. Manager Mack reported on the golf rounds update for month of September being at 2,440, hopefully more rounds in October and November if weather holds up.

Facility Maintenance Manager (X Dukart) – Manager X Dukart reported completing the second sheet of ice at the ice center; process went smooth. He also said they winterized outdoor pool, along with irrigation around WRCC and are looking at replacing lights in weights area at WRCC. He would like to put in LED lights to save money in long run.

Projects/Capital Planning

Veterans Pavilion – Pay Applications (Attachment #2) – Director Kramer reviewed Veterans Pavilion Pay Application #3 and recommend approval. MOTIONED BY: KC Homiston; SECONDED BY: Carol Herauf to approve payment application #3 from Kolling & Kolling in the amount of \$112,379.40. Roll Call Vote: Ayes-3; Nays-0; Absent-2 (Daniel; Karsky). Motion carried.

Security Project Bid – Director James Kramer stated that we will need Board approval to go out to bid for our video surveillance system. He said we will be updating system here at WRCC and golf course, along with installation of cameras at other facilities. MOTIONED BY: Carol Herauf; SECONDED BY: KC Homiston to approve the bid process of the surveillance system. Roll Call Vote: Ayes-3; Nays-0; Absent-2 (Daniel; Karsky). Motion carried.

Friendship Park (Attachment #3) – Director Kramer provided overview of proposed budget of new inclusive park. He said a lot of numbers came from Mandan’s project that is similar. He reviewed each item that includes playground equipment/surface; road/parking lot; picnic shelter/bathrooms; design/engineering; contingency and the North Dakota Community Foundation (NDCF) fee for a total of \$1,600,000. He said the NDCF charges a 3% fee for whatever money is ran through their organization and said that some of the grants the group is going after are required to be a 501c3 organization. Our attorney Randall Sickler will review agreement with them. Director Kramer reviewed other things that have come up—they have finalized the name for the park to be called Friendship Park, but they have left the opportunity for a major donor naming opportunity if available. He also said first preference for location is at Gum Avenue. Director Kramer said the next step for us is to contact adjoining property owners, invite to a public hearing to get feedback, as well as to get City staff and Planning/Zoning to get feedback. Commissioner KC Homiston asked about the group involved. Director Kramer said they are a group of local parents of children with disabilities along with other individuals wanting to see an inclusive park in Dickinson. He said the Park District has committed \$200,000 toward project, with total cost of \$1.6 to 2 million. He also said the group is off and running with their fundraising with hopes of project to begin next spring or fall. Discussion followed.

Personnel/Finance/Administration

Approval of Pledge Securities (Attachment #4) –MOTIONED BY: Carol Herauf; SECONDED BY: KC Homiston to approve the pledge securities. Roll Call Vote: Ayes-3; Nays-0; Absent-2 (Daniel; Karsky). Motion carried.

Financial Statement (Attachment #5) – For informational purposes.

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

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

Adjournment – MOTIONED BY: KC Homiston; SECONDED BY: Carol Herauf to adjourn the meeting at 4:29 pm. Upon vote, all aye. Motion carried

PREPARED BY:

APPROVED BY:

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Clerk

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President