

**PARK BOARD MEETING**  
**February 13, 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, February 13, 2017 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: Scott Karsky; SECONDED BY: KC Homiston to approve January 9 meeting minutes. Upon vote, all aye. Motion carried.

CLAIMS: MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve January Claims in the amount of \$336,660.08. Roll call vote: Ayes: 4; Nays: 0; Absent: 1.

Grounds Maintenance

Patterson Lake Cabin Site Transfer – Director James Kramer reviewed a Patterson Lake Lease transfer of Site 16 from Donald Harris to Alver Leighton. Transfer fee has been paid and Director Kramer recommends approval. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve lease transfer of Patterson Lake Cabin Site 16 from Don Harris to Alver Leighton. Upon vote, all aye. Motion carried.

Grounds Maintenance Manager Report (Scott Mack) - Manager Scott Mack reported that the Astoria field net poles were put in and his staff has been working at DSU helping with conversion of filling in pool and replacing with turf. He also reported on hole 5 at golf course; he said we have decided to put down sod as the best option. He stated that they feel that it is probably better to not waste the time and sod gives us best chance at being successful. Discussion followed. Director Kramer said project cost could be \$70,000-90,000; funding out of emergency fund if that is what we decide; he said this puts us in the best position to be successful, the test plots all took except for one. Sam Davis said there will be tests this spring and he is curious to see what the water looks like this spring as well. Commissioner Tim Daniel asked if we bring in soil do we have issues with the Bureau of Reclamation. Director Kramer said what we bring in has to be from an approved source. Discussion followed.

Recreation/Facilities

Recreation/Facilities Manager Report (Ryan Nelson) – Manager Ryan Nelson reported on his programs.

Facilities

Early Bird Promotion/Meet & Greet (Attachment #2) – Facility Operations Manager Matt Mack reviewed numbers from this year's Early Bird Promotion compared to last year's. We sold 115 passes during the promotion this year; last year we sold 62. He said 15 of the passes were new. He also said that the HRGC Meet & Greet is scheduled for March 3 and 4 at the golf course. Manager Matt Mack introduced new golf pro Patrick Rominger. Patrick thanked the employees and the Board for how hospitable everyone has been. He also reported on the recent PGA Show he attended in Florida where he was able to make connections with vendors and looking forward to getting new gear in the shop. He also said he looks forward to a positive environment at the golf course. Commissioner KC Homiston asked why so many more passes this year. Manager Matt Mack said we did more of a social media component to the marketing, which he thinks helped get the word out. Marketing/HR Manager Amber Mathieson talked about the Facebook campaign she put out, only paid \$8 on the paid posts which helped reach more people. She also felt the digital boards helped as well. Director Kramer said we are going to be more aggressive in advertising heading up to the meet & greet.

Organizational Re-Structure (Attachment #3) – Director James Kramer reviewed the changes made to the organizational structure. He said golf maintenance will move to parks; golf pro shop will move to facilities. He said he believes this is the next step to take golf operations to a new level to help the course succeed. Director Kramer talked about Sam Davis and said he has done a lot of very good things out there when we had a lot of turnover and different things happening. He's had to get involved in things that weren't really his area of expertise. He thanked Sam for all the extra things he's had to do over the years. President Scott Kovash thanked Sam as well.

Facility Operations Manager Report (Matt Mack) – Manager Matt Mack reported on the community center, comparing last year's January to this year; we had 6800 members last year, this year we are at 6200. He also said that from December to January we gained 305 members that puts us at 6200 members. He stated that we have signed up four new corporate memberships, Dan Porter Motors, Cornerstone Bank, SM Fencing, and QED Electric. He reviewed the personal training side of things; we are at the point we will need to hire another personal trainer. He reported that the Bureau of Reclamation is not planning any dam maintenance at Patterson Lake and said he's working on getting fire rings and picnic tables to spice up the primitive campground area. Manager Mack also reported on the Pro Shop apparel and equipment that has been there for a while, we will mark down 25-75%. Discussion followed.

Facility Maintenance Manager Report (X Dukart) – Manager Dukart was absent.

#### Projects/Capital Planning

Update – Director James Kramer reported that the bleacher company is on target for install on February 20. He also said he met with architect on veterans pavilion to get moving on that project and that he and Attorney Sickler have finished agreement with City for the maintenance shop flip; he said right now it will be just be a use agreement.

#### Personnel/Finance/Administration

Approval of Pledge Securities (Attachment #4) – MOTIONED BY: KC Homiston; SECONDED BY: Scott Karsky to approve pledge securities. Upon vote, all aye. Motion Carried.

Financial statement (Attachment #5) – Director James Kramer reviewed the balance sheet; he said this will be the new financial statement that will be presented to the Board each month.

2017 Budget Booklets (Attachment #6) – Director Kramer reviewed the 2017 Budget Books that Finance Supervisor Sara Turner put together.

Marketing/HR Manager Report (Amber Mathieson) – Manager Amber Mathieson reporting on testing on social media and changes with digital boards around community center. She said we've had good numbers with our new Constant Contact account; golf had a 47% open rate and WRCC had a 38% open rate. She said she's working on a re-design of the website, more modern with a full page rotating photo and will have a clean white background on each page. She also reviewed the summer brochure; instead of alphabetical they will organize into 5 sections: Youth, adult/senior, events, and tournaments with the theme of discover. Manager Mathieson reported on new employees, Patrick Rominger at the golf course and Randy Kjos in parks maintenance.

Director Report (James Kramer) – Director Kramer reported on the new format to agenda; changes were golf pro shop is included in facilities and there will now be a grounds maintenance that will include golf maintenance. He said in addition to the financial statement we will do a quarterly report to keep the Board in the loop and each quarter we will have more detail on projects. He also reported that he and President Kovash will go to DSU for the announcement of the indoor practice facility. He said that our participation in the process we will receive free use for two years. He stated that Wednesday night there is a group meeting with Patterson Lake Cabin Owners, himself and Senator Hoeven staff. He said he is looking forward to seeing where they stand at this point.

Legal Counsel Report (Attorney Randall Sickler) – Nothing to report at this time.

#### Adjournment

MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to adjourn the meeting at 4:43 pm. Upon vote, all aye. Motion carried.