

PARK BOARD MEETING
January 8, 2018

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Regular Meeting at 4:00 pm, Monday, January 8, 2017 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve December 11 meeting minutes and December 11 workshop and public hearing minutes. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

CLAIMS: MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve December Claims in the amount of \$636,855.50. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Grounds Maintenance

Grounds Maintenance Manager Report (Scott Mack) – Manager Scott Mack reported on the golf course maintenance. He said cross country ski trail was groomed and had about a dozen skiers on the trail. The pro shop is getting a new furnace and air conditioning, should be done by end of month. Cottonwood trees on 13 and 14, will be cut down by end of February. He also reported on the parks outdoor ice skating rinks being ready, should have about a good month of outdoor skating, along with his crew doing snow removal and clean up around the shop.

Recreation/Facilities

Recreation/Facilities Manager Report (Ryan Nelson) – Manager Ryan Nelson reported adult leagues starting up again after the holidays. He said winter volleyball started this week, up 7 teams between women's and coed from last year. He said he's working on getting the off-season ice rental contracts ready and will start working on planning for this summer's Central Plains tournament that will be held in August. Manager Nelson also said that the Veterans Pavilion will be ready to start renting in March.

Facilities

Friendship Park (Attachment #1) – Director James Kramer reviewed the public hearing. He said most everyone liked the concept and the neighbors just had concerns about the trees and drainage issues. He said we have met with City and now looking to see what the Park Board's direction is. Commissioner KC Homiston asked about what we think about the neighbors parking their boats and vehicles on our property. Director Kramer said he thinks we need to try and clean up as best we can, we still need to let them access their yard, but not allow them to use as vehicle storage. Discussion followed. He said other park areas are a concern as well, we will have to identify and mail a letter on our policy. He said we'll work with them, but not allow them to use as storage. Director Kramer said he's still a little concerned about the two way traffic and narrow road to access the park on Gum Avenue. President Scott Kovash said we need to clear that up with the City and make sure it will work in that location. Discussion followed. President Scott Kovash said we should continue to look at the site and address the road concerns with the City.

Facility Operations Manager (Matt Mack) – Manager Matt Mack reported on memberships at West River Community Center, 6240 memberships in December, down from November, but compared to last year we had 5,940 memberships during this same time period. He also reported on WRCC programs; junior racquetball lessons started, swim lessons registration was held for the January 15 session with 55 kids enrolled. He said adult indoor soccer league starts next week, up 2 teams from last year. Golf simulator league starts this week, total of 24 teams, 8 teams up from last year. Youth volleyball mini-camp with DSU volleyball team will be held this month. There will be a swim meet on January 18 and lifeguard training course on January 21. Manager Matt Mack also reported that having issues with cable on our machines, Consolidated dropped their analog signal which was what we were feeding off of for our cable on our machines. Consolidated is putting together a longer term solution for getting a signal for cable to those pieces of equipment. He reported on the golf course early bird promotion held the month of January, 5 % off season passes. He said we'll run a commercial, social media posts, radio announcements, emails sent to members and postcard mailed. He is also working on new scorecards for this season and tee box signage.

Facility Maintenance Manager (X Dukart) – Manager X Dukart reported on the racquetball courts glass. He said the end of October it chipped and we were advised not to use. He said it has been a long complicated process and there are only two companies that make that glass. We finally were able to get an installer out of Bismarck, it is a very precise install, they came down one time to measure but the company was not satisfied with measurements. He said finally the glass has been ordered, but their plant was shut down for the holidays, hopefully it will be installed by end of next week. Director James Kramer added that we had to get permission from the insurance company to order and they put us on hold for a while, they wouldn't approve at first. Discussion followed. Manager Dukart also reported changing air handler filters.

Projects/Capital Planning

Veterans Pavilion – Pay Application (Attachment #2) – Director James Kramer reviewed payment application #6; he said the architect has verified and he recommends approval. MOTIONED BY: KC Homiston; SECONDED BY: Tim Daniel to approve Kolling & Kolling payment application #6 in the amount of \$83,386.73. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Personnel/Finance/Administration

2017 Year End – Director Kramer said we will close our books after amendments and transfers have been approved and the December Financial Statement will be available at the end of month roundtable.

Budget Amendments (Attachment #3) – James reviewed each of the presented budget amendments as follows:

Capital Betterment Fund (Veterans Pavilion project) – Budget of \$225,000; Amended to \$465,642.81.

Emergency Fund (HRGC Hole 5 project) – Budget of \$0; Amended to \$57,992.55.

Future Projects Fund (Astoria Field Improvement project) – Budget of \$0; Amended to \$255,102.57.

Parks & Facilities Replacement Fund (Astoria Field Improvement project / Bucket Truck) – Budget of \$0; Amended to \$53,524.50.

Park Land Development Fund (Astoria Field Improvement project / Rocky Butte & Turtle Park Bathrooms) – Budget of \$0; Amended to \$55,652.93.

West River Expansion Fund (5 of 10 years pledge payoff) – Budget of \$0; Amended to \$100,000.

MOTIONED BY: Scott Karsky; SECONDED BY: KC Homiston to approve the presented budget amendments as written. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Fund Transfers (Attachment #4) – Director Kramer reviewed the fund balances and suggested 2 transfers of \$12,500 to be transferred from the Oil and Gas Fund to the Emergency Fund; \$50,000 to be transferred from West River Community Center Fund to the West River Expansion Fund. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve the presented fund transfers. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Approval of Pledge Securities (Attachment #5) – MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the pledge securities. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Director Evaluation – President Scott Kovash said he will hand out the Director’s Evaluation for the commissioners to complete.

Director Report (Director Kramer Kramer) – Director Kramer said he talked with the City Administrator regarding the offer of land deed from Ms. True Bright White. He said the City would like the property but not tied to any specifics. Commissioner Homiston asked what she means by a dedication, does she want a sign. Discussion followed. Commissioner Scott Karsky said we could possibly work with her to fit into our future planning and possibly put her requested dedication in another area. Director Kramer also followed up on the board workshop, he would like to meet with commissioners individually to better visualize future planning.

Legal Counsel Report – Attorney Randall Sickler had nothing to report

Adjournment – MOTIONED BY: Scott Karsky; SECONDED BY: KC Homiston to adjourn the meeting at 4:38 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President