

PARK BOARD MEETING
January 26, 2018

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Roundtable Meeting at 8:15 am, Friday, January 26, 2018 at the West River Community Center.

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

Golf Cart Lease (Attachment #1) – Director James Kramer reviewed a letter from Kinetic Leasing for the lease of our new golf cart fleet. He said this is a 4 year Lease with Option to Purchase Agreement that he recommends approval upon our Attorney’s review. MOTIONED BY: KC Homiston; SECONDED BY: Scott Karsky to approve lease agreement with Kinetic Leasing contingent upon attorney review. Upon roll call vote: Ayes-3; Nays-0; Absent-2. Motion carried.

Security Design Agreement (Attachment #2) – Facilities Operations Manager Matt Mack reviewed the process with architect to design our security camera system. He said he’s done a walk through of our facilities with architect to go over the security areas where we need cameras. Architect came back with this agreement. Matt Mack said payment would come from City assistance funds with cost for design agreement being \$11,970 plus reimbursables. He said \$126,000 is the estimate of labor and equipment for project. He said this agreement is for the security design agreement with Schutz Foss Architects, PC. This agreement is for architect to take to the next level for construction. He recommends approval. MOTIONED BY: Scott Karsky; SECONDED BY: KC Homiston to approve the agreement with Schutz Foss Architects, PC for the design of a security system. Upon roll call vote: Ayes-3; Nays-0; Absent-2. Motion carried.

December Financial (Attachment #3) – Director Kramer reviewed the financial after all budget transfers and amendments were completed. He said we don’t close our books until early January. MOTIONED BY: KC Homiston; SECONDED BY: Scott Karsky to approve the December 2017 Financial Statement. Upon roll call vote: Ayes-3; Nays-0; Absent-2. Motion carried.

2017 Year End Presentation – Director James Kramer gave a presentation on 2017 Year End. He reviewed the fund balances and reviewed each of the funds. Total of fund balances is 2,352,002.54. He reviewed salaries and personnel budget amounts, have 27 full time positions budgeted right now and 368 part-time and seasonal employees. He showed a 3 year comparison. He then reviewed the general fund revenue and expenses, compared to last 3 years. In 2016 the State mandated social security and retirement to be consolidated in general fund. He reviewed the General Fund revenue and expenses for adult and youth programs, starting to see a decrease in programs. He said some programs have been passed on to parental groups. We are designed for adult programs to make a profit and youth programs to break even or need a subsidy. He reviewed recreation program numbers for adult leagues. Dropped in all programs with adult softball being the largest decrease. He reviewed the youth recreation numbers. Cross country program has done very well and continues to grow. Director Kramer said we will start seeing an influx of kids and thinks 2018 will start to level off and start increasing these participation numbers. Director Kramer went on to review the West River Ice Center within the General Fund, he showed ice season and off season revenue/expenses. He reviewed the Heart River Golf Course within General Fund – he said we are getting subsidy to the lowest we’ve seen in a while and we try to use as little of a subsidy in general fund as much as possible. He showed 3 year overview of revenue of season passes, green fees and cart fees. Pro shop revenue and expenses, Patrick has done a great job of getting a handle on revenue and expenses; goal was to exceed \$50,000 in 2017 and he exceeded that at \$52,467.85. In the past we’ve had a fair amount of inventory carried over in previous years. He then reviewed golf course rounds and membership totals with the peak being in 2015 and are now starting to see an increase in 2017 and moving upwards. Director Kramer showed WRCC Fund Balance and revenue of community center for last 3 years. Peaked in 2015, declined in 2016 and started to increase again in 2017. He reviewed Patterson Lake Fund compared last 3 years revenue and expense. He also reviewed the 2018 Budget projections, General Fund and WRCC Fund are the biggest of our fund balances. Commissioner KC Homiston said he

thinks that with youth sports taking a lead, parents maybe don't have time to participate in adult leagues. Director Kramer said he agrees, times have changed. Commissioner Homiston commented that there could be some wriggle room in youth fees, possibly increase. Discussion followed.

New/Old Business – Director James Kramer said he is meeting with City and said they should have a recommendation on Friendship Park in February. The City doesn't have too many concerns on the location. He said he will like to present on projects and O&M procedures at the February roundtable.

Adjourn – MOTIONED BY: Scott Karsky; SECONDED BY: KC Homiston to adjourn the meeting at 8:53 am.

PREPARED BY:

APPROVED BY:

Clerk

President