

## PARK BOARD MEETING

April 9, 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, April 9, 2018 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: Carol Herauf; SECONDED BY: Scott Karsky to approve March 12 and March 29 meeting minutes. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

CLAIMS: MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve March Claims in the amount of \$613,456.87. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

### Grounds Maintenance

Grounds Maintenance Manager Report (Scott Mack) – Manager Scott Mack reported getting some things ready at ballpark, as soon as the snow melts the college might try and get a few more games in. He said once the snow melts we'll be ready for spring maintenance.

### Recreation/Facilities

User Group Agreements (Attachment #1) – Manager Ryan Nelson reviewed use agreements for Dickinson Baseball Club, Dickinson Diamonds and Mustang Baseball. He said all 3 agreements have been kept intact as from previous years with updated corresponding dates. He said for the Dickinson Baseball Club agreement, item 9 states that all banners and concessions are under separate contract with the District and Badlands Big Sticks. The Dickinson Diamonds and Mustang Baseball agreements had only date changes.

MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve Dickinson Baseball Club Use Agreement. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

MOTIONED BY: Tim Daniel; SECONDED BY: Carol Herauf to approve Dickinson Diamonds Fastpitch Softball Use Agreement. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

MOTIONED BY: Carol Herauf; SECONDED BY: Tim Daniel to approve the Mustang Baseball Use Agreement. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Recreation/Facilities Manager Report (Ryan Nelson) – Manager Ryan Nelson reported on Adult Basketball and Volleyball winter programs are now completed. He said the upcoming Adult Softball program registration numbers are in and we are down 1 team overall from last year. He commented that it is becoming a trend for rec programs to be purely recreation and going more to coed leagues. He said Adult Golf and Sand Volleyball registration is in process now and reported that the spring youth volleyball for grades 3-6 is in full swing, with 44 kids participating. Manager Nelson also reported hiring for summer programs scheduled to start on June 4; Optimist Basketball Tournament had 97 teams and was a very successful tournament; as well as busy with scheduled events at West River Ice Center.

### Facilities

Golf Pro Update – Director James Kramer reported that we went back in to the pool of candidates; he will know more soon on what direction we will go. Manager Matt Mack is doing a good job of getting the course ready for season opening.

Facility Operations Manager (Matt Mack) – Manager Matt Mack reported on community center numbers, 6765 members, last year was 6,370. He said we are just finishing the winter set of swim lessons before summer lessons pick up. He has lifeguard courses scheduled for this month, hoping to get more lifeguards hired and he has started interviews for the summer. Manager Mack reported that the golf course pro shop is open until full course opens. He said he's going through all the inventory and putting into software system and said there will be a spring golf course newsletter going out soon.

Facility Maintenance Manager (X Dukart) – Manager X Dukart reported that his staff is busy at ice rink with spring events, cleaning and keeping facility ready for next group. He said in May they are planning for deep cleaning at ice center, painting, etc. and will start preparing the outdoor pool for season opening as well.

### Projects/Capital Planning

Veterans Pavilion – Pay Application (Attachment #2) – Director Kramer reviewed the presented pay application from Kolling & Kolling. He said it has been certified by architects and he recommends approval. MOTIONED BY: Scott Karsky; SECONDED BY: Carol Herauf to approve the Veteran's Pavilion Pay Application #9 in the amount of \$43,747.43. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Veterans Pavilion Schedule – Director Kramer said we have Certificate of Occupancy with a few things left that need warmer weather to complete. He said the exterior landscaping should be done by end of May. Manager Ryan Nelson said the building is being reserved and bookings have started.

Downtown Dickinson Update – President Scott Kovash said he attended the last Downtown Dickinson Association meeting with the Governor, and said the Governor has a main street initiative he’s been promoting all over the state. He said the Governor talked about city projects to the downtown area, instead of building things on the out skirts of town, building downtown instead is a huge benefit to the city. President Kovash said he doesn’t know how much of a role we will have in the downtown revitalization. He said it looks like there is a 3 year plan in place and more meetings are planned. Discussion followed.

Crooked Crane / 21<sup>st</sup> / 10<sup>th</sup> Avenue Trails – Director Kramer gave an update on the trails. He said for the Crooked Crane Trail, they have met several times and are making progress with the next phase. He said the group will put in a grant for the outdoor Heritage Fund in November. He reviewed the concept of trail which runs from southside boat ramp all the way around connecting to Lions Park, looking at a dock system. Director Kramer said he wants to go out and look at some trails in Mandan and Minot to decide what kind of surface we want. Director Kramer also reported on the 21<sup>st</sup> Avenue trail – he showed the trail on the map, 10 ft. wide concrete trail going down 21<sup>st</sup> Street to 10<sup>th</sup> Avenue to the cemetery, 1.5 miles. He said the cost is \$600,000, 80% came from state funds, rest from city funds. He said there is potential to keep the trail going to Villard and out to Sundance development. Director Kramer stated the City is starting the process of completing their sidewalk program, homeowners can apply for special assessment money to get their sidewalk and in a few years will be mandatory, but to start, will be optional to homeowners. He said for the Park District, it is in our best interest to complete the sidewalks on our property in good faith for the community. People won’t have to cross streets and be able to stay on a sidewalk continuously. Commissioner Carol Herauf asked about the trail by the bypass. Director Kramer said that trail was pushed back to behind the East Business Loop trail. Further discussion has been held to complete an I-94 crossing first to prepare for the West Business Loop. Discussion followed.

Personnel/Finance/Administration

Approval of Pledge Securities (Attachment #3) – MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the pledge securities. Roll Call Vote: Ayes-4; Naves-0; Absent-1. Motion carried.

Financial Statement (Attachment #4) – for informational purpose only.

Quarterly Update / Vision 2020 Presentation – Director Kramer gave a presentation on financials as of March 31, 2018. He reviewed the revenues/expenses in the general fund. Patterson Lake fund revenue/expenses, Heart River Golf Course revenue compared to last year, last year we were golfing for a month by now. He showed the West River Community Center membership numbers compared to last year January – March. Numbers are increasing with annual memberships being higher than previous year. Discussion followed on why the numbers are up. Director Kramer said the city is showing a little uptick of oil activity that may be contributing to our increase in memberships. He went on to review the Vision 2020 items. He said security and safety were identified as an item of concern, reviewing emergency action plan and planning to initiate this fall. He said they are currently in the process of reviewing security measures for all facilities and the video surveillance plan is currently out to bid. Commissioner Carol Herauf asked about the possibility of metal detectors. Director Kramer said we’ve talked about a turn style system to control access more. He reviewed the organizational structure – the review of current and future openings has been completed; master plan structure and line of authorities are in process; create event attraction will begin fall 2018. Staff orientation/training/communication – initiate staff review process is in process; develop orientation process, background checks are in process; initiate quarterly all-staff meetings for full-time employees; encourage individual development and participating in programs, events and facility use is completed. Policies and Procedures – Review and plan budget in 3 year cycles, beginning in May 2018; update policy and procedure manuals is in process; explore out-source work opportunities is in process; increase revenues including grant writing, foundation, sponsorship/donor plan to start in fall 2018; and implementation of future first committee was completed. President Scott Kovash said he wanted to thank everyone who worked on the Vision 2020, looks like we are on the right path to accomplish what we want to do.

Director Report (Director Kramer Kramer) – Director Kramer had nothing further to report.

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

Adjournment – MOTIONED BY: Tim Daniel; SECONDED BY: Carol Herauf to adjourn the meeting at 4:44 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

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Clerk

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President