

**PARK BOARD MEETING
May 14, 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, May 14, 2018 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve April 9 and April 27 meeting minutes. Roll Call Vote: Ayes-3; Nays-0; Absent-2. Motion carried.

CLAIMS: MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve April Claims in the amount of \$508,006.62. Roll Call Vote: Ayes-3; Nays-0; Absent-2. Motion carried.

Grounds Maintenance

Grounds Maintenance Manager Report (Scott Mack) – Manager Scott Mack reported on irrigation starting to get all systems turned on; have all complexes on and will start with the parks next. He said they are working on two major projects with the first at Astoria Field getting ready for Big Sticks games. The other one is Veterans Pavilion landscaping and irrigation. He also reported that they poured a new sidewalk at Heart River Retreat in the front up to the doorway to make it wider, along with other work at the softball and baseball fields with their seasons in full swing.

Recreation/Facilities

Dickinson Baseball Club, Inc. Use Agreement (Attachment #1) – Recreation/Facilities Manager Ryan Nelson reviewed the baseball club agreement. He said it is close to the same as previous years but removed all affiliation with high school baseball and college; the baseball club is no longer affiliated with them. Another item he reviewed was that the baseball club allow Badlands Big Sticks to use the west room of warming house designated for visiting teams. Manager Nelson also said there is a prep fee added to the agreement as well. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the Dickinson Baseball Club, Inc. Use Agreement. Roll Call Vote: Ayes-3; Nays-0; Absent-2. Motion carried.

Gress Complex Concession Agreement (Attachment #2) – Manager Ryan Nelson reviewed the Gress Complex Concessions Agreement with Mike Davis. He said Mr. Davis has an extensive background with restaurant experience and will begin tonight at the softball complex. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve the Gress Softball Concessions Lease Agreement with Mike Davis. Roll Call Vote: Ayes-3; Nays-0; Absent-2. Motion carried.

Recreation/Facilities Manager Report (Ryan Nelson) – Manager Ryan Nelson reported softball leagues started and Sand Volleyball will begin May 29 and Golf Leagues begin May 30 and June 4. He said the West River Ice Center events have slowed down after a busy spring season. He reported that Summer Art and Safety City youth programs will be held in the building this summer.

Facilities

Facility Operations Manager (Matt Mack) – Manager Matt Mack reported on WRCC membership numbers. At end of April we were at 6,630 which is down from last month but quite a bit above from the previous year. He said there are school group field trip throughout the month of May along with Splash Week which is this week. He also reported that they will be draining the lap pool to prepare for filling the outdoor pool. Manager Mack reported that all seasonal staff are hired at the outdoor pool, along with Patterson Lake staff with the visitors booth opening on May 21. He reported on golf course saying that the rounds are low from a late season opening in April, hoping to make up some rounds in the next few months. He said season pass numbers are at 415 at the end of April, and as of today, we are at 490 season passes sold.

Facility Maintenance Manager (X Dukart) – Manager X Dukart reported getting outdoor pool ready for opening. They cleaned and turned water on and said they will start filling the pool next week. He also reported on starting the irrigation systems, fertilized and sprayed weeds around the grounds at the community center and ice center.

Projects/Capital Planning

Security Project Bid Award (Attachment #3) – Facility Operations Manager Matt Mack reviewed the video surveillance system for the district. He said there were two bidders, Denny’s Electric and Consolidated with Denny’s Electric being the lowest. He said he reviewed numbers with the architect and feel comfortable that Denny’s knows what we expect and recommends Denny’s Electric for this project. He stated there was a huge difference in bids, but both parties did a walk through to make sure they know what kind of system we are looking for. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve Denny’s Electric bid of \$67,556. Roll Call Vote: Ayes-3; Naves-0; Absent-2. Motion carried.

Veterans Pavilion – Pay Application (Attachment #4) – Director James Kramer reviewed the current pay application for Veterans Pavilion. He said it has been certified by architect and recommends approval. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve application for payment number 10 in the amount of \$21,385.26. Roll Call Vote: Ayes-3; Naves-0; Absent-2. Motion carried.

City Sidewalk Project – Director Kramer said he had further conversations with staff and consensus is that we should do our entire project at one time. He said he and Commissioner Karsky have a meeting with trail and sidewalk committee along with City staff. He said the plan is to take care of them this summer out of park land development dollars. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the trail and sidewalk project out of Park Land Development Fund. Roll Call Vote: Ayes-3; Naves-0; Absent-2. Motion carried.

Personnel/Finance/Administration

Approval of Pledge Securities (Attachment #5) – MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve the pledge securities. Roll Call Vote: Ayes-3; Naves-0; Absent-2. Motion carried.

Financial Statement (Attachment #6) – For informational purposes. No discussion was held.

2019 Budget Prep (Attachment #7) – Director James Kramer reviewed a mill rate comparison from last 10 years. He said they will start budget process a month earlier than in previous years and will begin meetings with budget committee. He also reviewed the only legislative change which mandates a combined property tax notification by all public entities. He said we will put 2018 actual dollars and proposed 2019 dollars and what the change will be. The budget needs to be submitted by August 10 which is 30 days earlier than in previous years. Discussion followed.

Dakota Theatre Park Impact (Attachment #8) – Director Kramer reviewed the commercial property that is going in downtown; by law they have to follow the Park Land Impact agreement. He said this property would be cash in lieu. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the cash in lieu from Dakota Theatre project. Roll Call Vote: Ayes-3; Naves-0; Absent-2. Motion carried.

Vision 2020 Update – Director Kramer updated the Board on the Vision 2020 items; focusing on policy and procedures. He said our employee manual has been reviewed and he will have revisions, and job descriptions available by the roundtable meeting. He said we will also review park ordinances, facility and department policies. Summer is difficult time to get through admin items but will keep the board updated as it progresses.

Employee Recognition – Teri Bjork – Director Kramer and President Scott Kovash presented Teri Bjork with a plaque for 25 years of service. The Board thanked Teri for her hard work over the years.

Director Report (Director Kramer Kramer) – Director Kramer updated the board on Patterson Lake legislation. Everyone is working really hard getting things up and running for summer.

Legal Counsel Report – Attorney Randall Sickler nothing to report.

Adjournment–MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to adjourn the meeting at 4:30 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President