

**PARK BOARD MEETING**  
**June 29, 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, June 29, 2018 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, Tim Daniel, Scott Karsky, Carol Herauf, Brad Fong. Also present were Facility Maintenance Manager X Dukart, Grounds Maintenance Manager Scott Mack, Director James Kramer, Attorney Randall Sickler and Clerk Leah Hoenke. Commissioner KC Homiston was absent.

Approve Canvassed Election Results (Attachment #1) – MOTIONED BY: Scott Karsky; SECONDED BY: Carol Herauf to approve the election results received from Stark County. Roll call vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

Park Board Recognition – Scott Kovash thanked Carol Herauf for fulfilling the rest of Howard Sharpe’s term.

Adjourn Current Park Board – MOTIONED BY: Tim Daniel; SECONDED BY: Carol Herauf to adjourn the current Park Board. Roll call vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

Call to Order New Park Board – Present were Commissioner Scott Kovash, Tim Daniel, Scott Karsky and Brad Fong. Commissioner KC Homiston was absent.

Determine Temporary Chair – MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to nominate Scott Kovash to be temporary chair. Roll call vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

Administration of Oath of Elected Commissioners – Director Kramer read the Oath of Office with the commissioners repeating their Oath. Signed Oath’s will be retained on file at Dickinson Parks and Recreation.

Election of President (Attachment #2) – MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to nominate Scott Kovash as President of Park Board. Roll call vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

Election of Vice President – MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to nominate Tim Daniel as Vice President of Park Board. Roll call vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

Board Appointments (Attachment #2) – MOTIONED BY: Brad Fong; SECONDED BY: Tim Daniel to appoint Scott Karsky to sit on Planning/Zoning Board. Roll call vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to appoint Scott Kovash and Tim Daniel to be on the Finance/Budget/Personnel committee. Roll call vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

Personnel Policy Manual / Organizational Chart (Attachment #3) – Director Kramer provided the final copy of the Personnel Policy Manual. He reviewed and said this is the first step in making revisions that go along with our Vision 2020 plan and said manual has been overhauled to match organizational chart and job descriptions. He said it has been reviewed by our attorney. This took a lot of time and effort in reviewing and revising to get to the final manual but that there were not a lot of changes, mostly changes in terms and consistent verbiage. Director Kramer also reviewed the organizational chart which has been finalized and will be followed here on out. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karksy to approve the Personnel Policy Manual. Roll call vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

Job Descriptions (Attachment #4) – Director James Kramer reviewed the full-time employee job descriptions. MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to approve full time job descriptions. Roll call vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

July 9, 2018 – Monthly Meeting/Board Orientation/Tour – Director Kramer said we’ll have our regular meeting at 4:00 pm on Monday, July 9 and then go right into Board orientation and tour. He also said he would like the Park Board to do a webinar training on July 25<sup>th</sup> from 11am-12pm that is provided by North Dakota Recreation and Parks Association.

New/Old Business – There was no other business presented.

Adjourn – MOTIONED BY: Brad Fong; SECONDED BY: Scott Karsky to adjourn the meeting at 8:34 am. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

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Clerk

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President