

PARK BOARD MEETING
July 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, July 9, 2018 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: Tim Daniel; SECONDED BY: Brad Fong to approve June 11 and June 29 meeting minutes. Roll Call Vote: Ayes-4 Nays-0; Absent-1 (Homiston). Motion carried.

CLAIMS: MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve June Claims in the amount of \$747,287.55. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

Grounds Maintenance

Grounds Maintenance Manager Report (Scott Mack) – Manager Scott Mack reported getting through Roughriders Days and moving picnic tables and bleachers and dumping extra garbage. He said they fell a little behind on mowing and trimming but are back on track. Now his staff is getting ready for the busy softball/baseball tournament season upcoming in the next few weeks. Commissioner Brad Fong thanked Manager Scott Mack for always mowing before the bandshell concerts each Tuesday.

Recreation/Facilities

Recreation/Facilities Manager Report (Ryan Nelson) – Manager Ryan Nelson reported on Miller Lite Softball Tournament this weekend. July 20-24 is the 13 year old state baseball tournament, using both fields at ballpark. He said he had to bring in all out of town umpires. Central Plains Baseball Tournament is August 8-12. Men's Rec 4 West State Softball Tournament, 31 teams signed up. Stark County Veterans Pavilion ceiling tiles will be put in. Rod Run coming up at ice center. Planning for fall/winter leagues and programs.

Facilities

Facility Operations Manager (Matt Mack) – Manager Matt Mack reported on community center membership numbers; June is at 6,733 memberships, up 238 from last year at the end of June; up 65 from May. He said the third session of swim lessons started, with one other session to go for the summer season. He reported Patterson Lake being very busy; 171 camping reservations; 1,002 day passes sold in June. Patterson Lake Beach Party will be held this Thursday. Manager Mack reported that golf Course rounds are down roughly by 500 rounds; season passes down as well. He said the season pass numbers might be down because he is not including staff passes this year. He said with lower number of rounds, talking about doing some promotions to increase traffic and possibly starting the fall pass earlier this year to generate more memberships. Manager Mack also provided an update on surveillance system with Denny's Electric, they will start installations next week.

Facility Maintenance Manager (X Dukart) – Manager X Dukart reported setting up boards and glass for summer ice, will start putting in ice next week. He said they are having pumps overhauled for hot water system here at the community center, as well as replacing filters on air handlers and keeping up with outside grounds maintenance.

Projects/Capital Planning

Veterans Pavilion – Pay Application (Attachment #1) – Director James Kramer provided a final pay application, No. 11. He said this is the final amount to balance and he recommends approval. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve the final pay application from Kolling & Kolling in the amount of \$102,960.18. Roll call vote was: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

Veterans Pavilion – Update (Attachment #2) – Director Kramer reviewed the final budget. He said the Stark County Veterans Memorial Association has collected donations and completed their \$975,000 fundraising goal. An additional \$35,000 was budgeted through capital betterment to cover interior tables/chairs and some outside landscaping. The ceiling is at an additional cost that the veterans decided to cover themselves. They would also like to look at doing a sound system in the building as well, something that the veterans would like to see. He said he gets a lot of positive feedback on the new facility. Manager Ryan Nelson said we are typically getting 400 plus people attending the bandshell concerts.

Facility Security Project (Attachment #3) – Manager Matt Mack provided a change order for the security system for the cost of including Heart River Retreat in the surveillance system. MOTIONED BY: Brad Fong; SECONDED BY: Scott Karsky to approve the change order from Denny’s Electric in the amount of \$2,815.69 . Roll call vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

Personnel/Finance/Administration

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

Financial Statement (Attachment #5) – Director Kramer provided the balance sheet through June for any questions. He said that one item the budget committee talked about is having a special park board meeting to present the budget to the Board. Special meeting would be Wednesday, July 25 to review budget and present for approval at roundtable meeting on July 27.

Director Report (Director Kramer Kramer) – Director Kramer thanked the staff for a great job over the busy 4th of July week. He said that week gets a little crazy with all the events that are happening for Roughrider Days and our staff get a lot of requests for additional bleachers and tables to be moved.

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

Board Orientation / Budget Update (Attachment #6) – Director Kramer reviewed the orientation packet and started the Park Board Orientation. He first reviewed the commissioner job descriptions. He then reviewed the Park District background and went over the park/facility map. Director Kramer showed the organizational chart that has been revised to now have three departments; Recreation/Facilities, Business/Finance and Buildings/Grounds. He showed the open positions of Director of Recreation/Facilities, Golf Pro, and Park Operations Specialist. He said the new chart was the first component in the Vision 2020 plan. Discussion followed. Director Kramer then went on to review budget facts. He showed a chart of budget revenue, expenses and levy dollars. He reviewed the State revenue sharing which was \$295,489 in 2017 and \$209,650 in 2018 showing a 29% decrease. Discussion followed on Property Tax Summary. He compared what each public entity increased or decreased on the property tax statement. President Scott Kovash said we always talk about levy dollars instead of levy mills, he wants us to try to get the message across so people understand. We don’t have to put any notices in the paper, but every property owner will get an estimate of what their property tax will be. Director Kramer said we will be prepared to show them for a \$390,300 home they are only paying \$200/year for Park District taxes. Director Kramer went on to review our current Mission / Vision Statements and explained that through NDRPA, each Commissioner will receive a Park Board Manual that talks about the roles of Park Board members. They will be able to review before Park Board webinar provided by NDRPA on Wednesday, July 25. Director Kramer reviewed the newly revised manual. He said the webinar will be held on July 25 from 11:00 am to 12:30 pm. We will need to have a Special Park Board meeting because all commissioners will be present. He said we’ll also do the budget review at the same time. Director Kramer took the commissioners on a facilities tour.

Adjournment – MOTIONED BY: Brad Fong; SECONDED BY: Scott Karsky to adjourn the meeting at 7:03 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President