

**PARK BOARD MEETING
October 8, 2018**

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Regular Meeting/Public Hearing at 4:00 pm, Monday, October 8, 2018 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, Tim Daniel, KC Homiston, Brad Fong. Also present were Executive Director James Kramer, Director of Recreation/Facilities Matt Mack, Director of Buildings/Grounds Craig Pearson, Attorney Randall Sickler and Clerk Leah Hoenke. Commissioner Scott Karsky was absent.

APPROVAL OF MINUTES: MOTIONED BY: Brad Fong; SECONDED BY: KC Homiston to approve the September 10 and September 28 meeting minutes. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

CLAIMS: MOTIONED BY: KC Homiston; SECONDED BY: Tim Daniel to approve September Claims in the amount of \$432,830.59. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Buildings/Grounds

Patterson Lake Land Bill – Director Kramer updated the Board on Senator Hoeven’s bill regarding the land transfer at Patterson Lake. Late Thursday night, both Jamestown and Dickinson land bills have passed the Senate and now on to the House. House is in recess until after the election. These bills need to be passed by end of year or they have to start over.

Director of Buildings/Grounds Report (Craig Pearson) – Director of Buildings/Grounds Craig Pearson reported that facilities, parks and golf course are in the middle of winterizing. Blowing out of irrigation systems, all should be done by end of week. He said all summer seasonal help is done for the year and have two weeks of work left for the other seasonal employees. He also reported on removal of dead trees at the golf course and winterizing of greens. Director Pearson updated the Board on a compressor issue at the ice center; he said the problem was with the two outside electrical panels that house the shutoff for those compressors, they are weatherproof but one panel had a breach of weatherproofing and fried the panel which blew out main fuses in the box. They have since put in a new replacement panel and are watching the other to make sure it is okay. Director Pearson reported on the Parks side, he said the five areas the City is doing sidewalks will be done by the October 17, a few of the undeveloped parks, Gress Park and All Seasons Park will be finished with sidewalks. He also reported on the process of looking at equipment for budget for next year. He said they are trying to go away with the 5 year lease of equipment and purchase individual pieces instead. In the five year lease, there are pieces that don’t need to be replaced in the five year period while other pieces need to be turned over before the five years are up. He said they’ve identified the pieces to replace right away and in the long run it will be a really good thing. Commissioner Brad Fong asked about the leased equipment, is there an option to buy at the end of the term. Director James Kramer said we call them leases, but at the end of the term you own the equipment. In some cases, we keep the equipment and other cases we sell to other facilities. Director Kramer said the golf carts are a straight up lease that we give up at the end of the term.

Recreation/Facilities

Security System Project – Pay Application (Attachment #1) – Director of Recreation/Facilities Matt Mack reviewed the final pay application for the surveillance system installed throughout the Park District. MOTIONED BY: Tim Daniel; SECONDED BY: Brad Fong to approve the final pay application from Denny’s Electric in the amount of \$3,518.59. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

HRGC Concession Lease – No discussion or action was taken.

DHC, Inc. Agreements (Attachment #2) – Director Matt Mack reviewed three use agreements for West River Ice Center. He said all changes are corresponding date changes except for Dickinson Hockey Use Agreement, the dry land rental went up \$5. He recommended approval of the three agreements.

Dickinson Hockey Club Use Agreement – MOTIONED BY: Brad Fong; SECONDED BY: KC Homiston to approve the Dickinson Hockey Club Use Agreement. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Hockey Concessions Lease Agreement – MOTIONED BY: KC Homiston; SECONDED BY: Tim Daniel to approve the Hockey Concessions Lease Agreement with Dickinson Hockey Club. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Dickinson Adult Hockey League Use Agreement – MOTIONED BY: Tim Daniel; SECONDED BY: Brad Fong to approve the Dickinson Adult Hockey League Use Agreement. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Director of Recreation/Facilities Report (Matt Mack) – Director Matt Mack reported on community center membership totals at 6,421 members as of September 30; up 100 members from last year. He reported on winterizing at Patterson Lake, all bathrooms and campgrounds are closed for season. Director Mack also reported on rounds at the golf course with September rounds at 1,763 which is down from last year. He said the course currently is closed until weather improves. He then reported on recreation programs and events and said there are the typical fall programs going on and the Halloween Party at the ice center will be held on October 31. President Scott Kovash asked about the community center fitness equipment. Director Mack said we have fulfilled the current term and now own the equipment and said he is thinking we can get by with keeping more of the equipment than originally expected and will go out and get bids on new equipment next spring. Discussion followed.

Business/Finance

Approval of Pledge Securities (Attachment #3) – MOTIONED BY: Tim Daniel; SECONDED BY: Brad Fong to approve the Pledged Securities. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Financial Statement (Attachment #4) – Director Kramer said we are starting to put together our year end transfers and amendments that will be presented before end of year.

2016 Audit – Director James Kramer reviewed the 2016 Audit; he said we are required by state law to perform an audit annually. He said the auditors had no major recommendations or changes. He said the one recommendation is to try to have a better segregation of duties in accounting department. He also said they have started on the 2017 audit that should be done by end of year. Commissioner Brad Fong asked why this audit is so delayed. Director Kramer said we are at the mercy of the auditors and are doing it first chance that was available. He said it is done on a bid process and we are working with the low bidder through the 2017 audit and then will re-bid. He also said there aren't a lot of governmental auditing firms to work with. MOTIONED BY: Brad Fong; SECONDED BY: KC Homiston. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Certificate of Levy (Attachment #5) – Director James Kramer said we need to approve the final components of 2019 budget process. MOTIONED BY: Tim Daniel; SECONDED BY: Brad Fong to approve the Certificate of Levy for 2019 Budget. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Resolution of Increased Levy (Attachment #6) – MOTIONED BY: KC Homiston; SECONDED BY: Tim Daniel to approve the Resolution of Increase Levy for 2019 Budget. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Executive Director Report (James Kramer) – Director Kramer said the City allocated funds for their retirement program and will switch over to the NDPERS retirement plan. He said we are tied to the City for the retirement program and defined benefit plan. The City decided late in their budget process to switch to NDPERS and it is an increase of \$30,000/year for us to go to NDPERS and we are not ready to make a switch this quick but will explore our options. He said NDPERS has a higher employee/employer match. He said this is just for informational purpose. The City is fast tracking and allocated extra money towards the change and will start January 1. The City thinks it will be a better recruiting and retention tool, this is a better plan for the employee.

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

Adjournment – MOTIONED BY: KC Homiston; SECONDED BY: Brad Fong to adjourn the meeting at 4:32 pm. Upon vote, all aye. Motioncarried.

PREPARED BY:

APPROVED BY:

Clerk

President