

PARK BOARD MEETING
October 26, 2018

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Regular Meeting at 8:15 am, Friday, October 26, 2018 at the West River Community Center.

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

Quarterly Update Presentation – Director James Kramer gave an overview of the General Fund with the revenue and expenses both up compared to last year. He said we consolidated several other areas into the General Fund that could be making the difference. He also said anytime there is a major change from year before, for example last year there were 3 major golf tournaments held in September, but this year revenue was collected in October; things like that can skew the bottom line. He then reviewed Patterson Lake Fund revenues and expenses. Going into last quarter, total fund balance is \$114,496.09 as of 9/30/18. He reviewed Heart River Golf Course numbers and said may also be skewed because of those 3 large golf tournaments. Season passes sold are up slightly and green and cart fees are both down from 2017. He thinks things will balance out next quarter. He also commented that the Pro Shop not having a dedicated pro makes a big difference in how pro shop operates; revenue and expenses are both down from last year at this time. President Scott Kovash asked if we could have those tournament numbers to show at the next meeting. Director Kramer went on to show WRCC membership totals as of 9/30/18, showing growth in numbers for July, August and September. Discussion followed. Director Kramer also reviewed the organizational chart and restructure of departments. He said we have 2 full time positions open, golf pro and facility maintenance positions. As we look to the future we have key positions approaching through retirement. He said Larry Kuether, Facility Maintenance Supervisor will be retiring in May. He said the first thing we are going to do is fill the maintenance supervisor position to train with Larry before he leaves. They feel the higher position should be filled first and then we will fill the specialist position. Director Kramer also provided a Marketing highlight from Marketing Specialist Chad Mackay that showed a few marketing videos highlighting our programs and facilities. Chad Mackay also gave an update on social media analytics. He reviewed Facebook and Google showing where we are seeing a lot of views from different platforms. He also reviewed our website views and showed a highlight of printed material for promotions. Director Kramer then gave an update on where we are at on the Vision 2020 plan. He reviewed the National Accreditation Standards from the Commission for Accreditation of Park and Recreation Agencies. He said there is only one agency in North Dakota which is Bismarck that has completed the accreditation which is a 3-5 year process to complete. He said ultimately our goal is to get this accreditation and apply for the Golden Egg Award through NRPA. We are in the 70 percent range of meeting these standards. He then reviewed the process of applying for the accreditation which is the next step of what we will be doing with the Vision 2020 plan. He then reviewed a draft of Park District Ordinances that he and our attorney have started working on with a goal to have finalized by December meeting. We are starting from scratch and first step is to develop this written document and have a complete fresh list of ordinances that will then be reviewed and added to our year-end review each year. The ordinances do not cover exact specifics for each facility but is a general overview of our policies. Director Kramer said another item of Vision 2020 was to create a meeting schedule for departments and staff of which he provided a schedule of each of these meetings. He also showed a change to our FMLA policy that was outdated. He said this updated policy will need to be approved by the Board. MOTIONED BY: Brad Fong; SECONDED BY: Scott Karsky to approve the FMLA policy revisions. Roll call vote: Ayes-4; Nays-0; Absent-1. Motion carried. Director Kramer then went on to say we are now a member of the North Dakota Safety Council which will help us to review and develop procedures and guidelines for our safety and emergency plans and staff training. He said this starts with a master plan and then goes to a written policy and then training of employees. He also reviewed a draft of the Capital Improvement / Maintenance Plan for 2019 showing every park and facility, exact 911 address, owner of property, google aerial and street view of each of the facilities. He said this is a helpful document and tool for the budget and planning process. Discussion followed on dedication of land and deeded property, Attorney Randy Sickler explained that there could be some significance in statutory law with dedicated property as a park.

HRGC Food & Beverage RFP (Attachment #1) – Director Kramer reviewed the Request for Proposal of the HRGC food and beverage operations. He said this needs Board approval to put out a public notice for proposals. He also showed a draft of the lease agreement which will be updated based on the new lease holder. He said this will be advertised in The Dickinson Press along with sending letters out to interested parties. Commissioner Tim Daniel asked who owns the liquor license. Director Kramer said it is a Stark County liquor license which is tied to this facility. The only one who can apply for this license is the individual who holds this lease agreement. Commissioner Brad Fong asked about the lease fees and terms of lease. Director Kramer said we don't force them to pay during the winter months if they choose not to use the facility during that time; they pay based on events that are held in the off season, but they have option of staying year around if they want to. Commissioner Fong also asked if there was an option to tie the restaurant into the golf pro position, golf pro may want to be involved in the decision of who holds the restaurant lease because they have to work closely together. Discussion followed. James said we could add that to our discussions with the new pro candidates. He said there is no deadline to hire a pro but best case is to hire by end of year. Commissioner Fong said it would be beneficial to have the pro involved in the restaurant leasing process and suggested that the new golf pro be a manager for the restaurant holder to help keep things running smoothly. Director Kramer said depending upon this golf pro's skill set, could be an opportunity and could streamline things. He said the restaurant is a contracted vendor and the golf pro is an employee of the Park District. Discussion followed on how much control we have over the contracted vendor who owns their business. Commissioner Tim Daniel asked if we could extend the date of the RFP if needed. Director Kramer said we could extend the dates if needed. Discussion followed. MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to approve the RFP for HRGC Food & Beverage Operations. Roll call vote: Ayes-4; Nays-0; Absent-1. Motion carried.

2019 Equipment Plan (Attachment #2) – Director Kramer asked for approval of the Request for Bids for the maintenance fleet. He said we chose to go to more of a hybrid method, 3 year version with all being budgeted items. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve the bid process for the 2019 Equipment Plan. Roll call vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Adjournment – MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to adjourn the meeting at 9:18 am. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President