

**PARK BOARD MEETING  
November 13, 2018**

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Regular Meeting at 4:00 pm, Tuesday, November 13, 2018 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, Tim Daniel, Scott Karsky, KC Homiston. 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 Brad Fong was absent.

APPROVAL OF MINUTES: MOTIONED BY: KC Homiston; SECONDED BY: Tim Daniel to approve the October 8 and October 26 meeting minutes. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

CLAIMS: MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve October Claims in the amount of \$393,774.76. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

#### Buildings/Grounds

Director of Buildings/Grounds Report (Craig Pearson) – Director of Buildings/Grounds Craig Pearson reported on parks maintenance and said Manager Scott Mack is working on new storage facility at his shop—trusses and sheeting will be done this week. This past weekend was first snow removal weekend, they will be doing on call this winter. He then reported on golf maintenance, work continues on brick building, all electric is done, windows/doors have been ordered, floor will be poured this week. He said they have finished all maintenance, repairs and replacements of golf equipment for winter. Director Pearson also reported that the tree removal project will be done before winter, currently 2/3 done on front now, effecting a dozen trees. He said the back will also be losing a dozen trees as well, with all being replaced and moved to better locations in the same area. He said the drainage on 16 will be done this spring, he thinks they can do that without losing any trees. Director Pearson then reported on facility maintenance and said they are struggling with air handler at WRCC; they will replace the bearing's in the motor. He said they are also in the process of putting in new lockers in the golf room, 18 lockers going in, as well as working on changes at ice center with public skate, staffing and running of operation. President Scott Kovash asked about the public skate issues. Director Matt Mack said they are looking at changing of hours, adding a Saturday night session to accommodate the busy Friday night session, hopefully will help with Friday nights. Commissioner Tim Daniel asked if we have an interest in the golf lockers. Director Matt Mack said that we do and he believes we'll recoup our cost.

#### Recreation/Facilities

Updated Golf Report (Attachment #1) – Director James Kramer provided a new golf quarterly report showing the addition of some events that had not paid by end of quarter. He said this financial is revised as of 10/31/2018, but there are still 3 events we are still collecting which is a little over 10,000 that will be collected in November. Director Kramer said he and Matt will put together a different way of collecting these in a more timely manner.

Director of Recreation/Facilities Report (Matt Mack) – Director Matt Mack reported on community center numbers, 6,445 memberships, up 95 from last year. He reported that last week we had a representative from the North Dakota Safety Council (NDSC) come out and do an assessment of our facilities; WRCC, outdoor pool and ice center to help us put together an emergency action plan. He said we have some things in place but they are reviewing all of our current material and they will put together an assessment and from there we can start working on an emergency action plan. He then reported on the golf pro shop winter hours, 10 am – 2 pm will be staffed through Christmas. He said they are also working on the Golf Pro search; currently have 8 applicants. He said he's hoping to set up interviews next week and the following week.

#### Business/Finance

Approval of Pledge Securities (Attachment #2) – MOTIONED BY: Scott Karsky; SECONDED BY: KC Homiston to approve pledged securities. Roll Call Vote: Ayes-4; Nays-0; Absent-1. Motion carried.

Financial Statement (Attachment #3) – For informational purpose.

Executive Director Report (James Kramer) – Director James Kramer had nothing new to report. Discussion was held on the golf simulator and lockers. President Scott Kovash asked if there was ever a thought or room for a second simulator. Director Matt Mack said there is room but the cost is very high to add another. He said he’s not getting a lot of complaints that users can’t access because it’s full. He said Saturday is busiest day and is booked most of the day. He said the lockers will be sold in 3-month or 6-month increments.

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

Adjournment – MOTIONED BY: KC Homiston; SECONDED BY: Scott Karsky to adjourn the meeting at 4:17 pm. Upon vote, all aye. Motioncarried.

PREPARED BY:

APPROVED BY:

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Clerk

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President