

**PARK BOARD MEETING  
December 10, 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, December 10, 2018 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: Tim Daniel; SECONDED BY: Brad Fong to approve the November 13 meeting minutes. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

CLAIMS: MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to approve November Claims in the amount of \$442,597.91. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

Special Appearance - Dickinson Hockey Club, Inc. (Attachment #1) – Dickinson Hockey Club Coordinator Dallas Kuntz was present to speak for the hockey club. He said from seasons 2014-2015 to 2018-2019 they have almost doubled in size, in 2014 was the first year of the new additional rink at the ice center and fast forwarding to today they are doubling everything up and now have 30 kids on the ice for every hour of ice time allotted. He said he believes these are modest projections, he's not saying they will double in another five years but as they progress to 2020-2021, he thinks they will stabilize in the older groups but youth numbers will continue to grow. Dallas reviewed the age levels and numbers in each age group and reported the locker room space that is being used. He said currently there is not enough locker room space to accommodate teams and is a concern going forward. He reviewed the locker rooms and how they are utilizing in both main and new rink, saying a lot of times it is a logistical nightmare. Dallas moved on to ice time, saying currently the DHS high school teams use a 90 minute session per day. Starting next year, they will add 2 sessions of practices. He described the ice time needed for all levels. He said the largest age group is the minis, 6 and younger of which they added a spring season for that age level to be able to get them on the ice more. He also said they are currently stretched thin but appreciate what they have, lucky to have the facility but feels there is need for more space. Dallas described a possible capital improvement campaign as they move forward and talked about possible rink naming rights. He said he has a few businesses interested and said this has been discussed in the past. Executive Director James Kramer said historically we work jointly to raise the money and work jointly to spend the money. Dallas said he would like to see proceeds from rink naming go to rink infrastructure. He said \$10,000/year for each rink, could bring in an additional \$20,000 for the facility. He compared to the Starion Ice Complex in Mandan, both rinks are named after businesses. Another item Dallas Kuntz brought up was flooring in the main rink, the Hockey Board would like to see a consistent flooring from entry way to Zamboni door. He talked about some of the repairs needed. Commissioner Scott Karsky asked about the adult league and the ice time they are taking. Dallas said they currently have 6 teams and are on ice from 9-11 pm on Wednesdays, they use 6-8 hours/week of ice time. They're only in main rink, but would like to expand the league but the only available days are Wednesday and Sunday. He said they would like more time and would also like to host tournaments. Commissioner Scott Karsky also asked about figure skating ice time. Dallas said he has been approached by someone who has asked when we are getting figure skating. Recreation/Facilities Manager Ryan Nelson said he's rented private ice time for figure skating in the past and gets about one person each year inquiring about figure skating. Dallas also mentioned curling would be a great thing as well, other communities in North Dakota have a huge curling backing. Commissioner Brad Fong asked where players store their equipment. Dallas said they take their stuff home with them. Varsity teams are only players that keep their equipment at the facility—he said there is not enough space to store equipment. Dallas said the hockey board also discussed the boards and glass are very old and starting to break down. He said currently there is 4 foot glass on the players' side; rinks are now going to 6 foot glass for safety. Dallas Kuntz also discussed an additional rink, possibly an outdoor rink that would be a bare bones practice facility, he said would be very beneficial to accommodate all the ice time needed. He said discussions have been held on the location being the corner of State Avenue and Empire Road to run a diagonal rink. Lastly, Dallas talked about the dry land area for workouts and explained that a dry land training area is needed for stick handling and shooting. He thinks it ties in really well when making improvements and with additional locker rooms would be easy to add a dry land area. He asked if there were any questions or concerns.

Commissioner Scott Karsky said he has always supported an outdoor rink. Dallas said they were told that the compressor is able to handle an additional rink; he feels like a roof on it would be essential, with open air sides. Commissioner Brad Fong asked about the Zamboni moving outdoors. Dallas said the Zamboni can drive outside and does currently to dump the ice. He said having our two zamboni's will work nicely and would be feasible to use on an additional rink. President Scott Kovash said no one has problems with the naming of rinks, neither do they have issues with using that money for improvements but who will front the costs to do a \$150,000 project when you only get \$20,000/year for naming rights. He said a fundraiser will probably be necessary and feels these things should be done at one time. He also said he thinks an outdoor rink wouldn't be used near as much as a covered one and thinks we should try to make it more for the public and not just promote that it's for hockey. Commissioner Brad Fong asked if they have any money reserved to put toward the project. Dallas said they have 5 years left on their million dollar commitment to the new rink. He believes discussions on cost and where the money comes from are more than welcome from the Hockey board. Dallas said they operate youth activities charitable gaming that also support other entities, baseball, etc. Dallas went on to explain that hockey got the label that it was a rich kids sport but years ago they dropped their registration costs, he said the bantams pay \$100 but compared to other communities, they pay \$800-850. The club contributes roughly \$3,000 on tournament registrations; they help pay the fees and purchase of equipment, under the age of 14 they pay for all the gear which is a big reflection in their numbers. Discussion followed on whether there was room for a third rink. Director Kramer said he will have to bring in an engineer to evaluate. He also said he will take the material Dallas brought today and combine with information he has and will meet with the hockey club again before the end of the year. Director Kramer also said they started inviting Dallas to their weekly operational meetings to try and work better together. He said the short term improvements are the renovation of main rink flooring to tie things together with new rink and said one idea for the training/dry land area is to take the storage on the west end and convert to dry land area. He said the long term is additional locker rooms and outdoor rink and the list is going to grow. He said he believes we are going in right direction and will continue to work with the Hockey board to move forward. Other Hockey Board members present were Lynn McChesney and Chad Groll. Chad and Lynn thanked the Park Board for the line of communication.

#### Buildings/Grounds

Patterson Lake Land Transfer Update – Director James Kramer gave an update and said the House has passed the land transfer and is now on the President's desk. He said we are through the easiest part and the next few years will be extremely taxing to get to final end game. Director Kramer said to make sure there are no gray areas, the State has been asked to sell the land to cabin owners rather than open up to public, want to make it clear so there are no questions. President Scott Kovash asked how we will be reimbursed for the time and resources required to take care of the process. Director Kramer said we will keep track of hours spent and process of survey, appraisal and abstract—all will be biddable RFP's. We'll need to ask where the money will come from, but may need to tap into the park land improvement fund. He said there will be 41 lots that will be available for sale, if some don't purchase the land, there will be permits in place. He said the money from land sales will come to us to cover our expenses but then the net will go to the federal government. Discussion followed.

Director of Buildings/Grounds Report (Craig Pearson) – Director of Buildings/Grounds Craig Pearson reported on trimming trees in area parks and will then do tree work at Patterson Lake. He reported the roof is done for the new parks maintenance building—Park Operations Manager Scott Mack's crew will do the remainder of work. Director Pearson then reported on golf course operations; working on early order programs for materials and fertilizer products, a lot less money if we purchase now. Also servicing all the maintenance equipment, replacing parts if needed. He said the brick building at golf shop, they had to remove cement floor, hoping to get ready for new floor this week, then doors/windows will go in. He also reported on facility maintenance and said there was a power outage, every exit or emergency light had issues after that. They have replaced some lights and will replace about 40 lights from the power outage. Commissioner Brad Fong asked about the storage facility at the shop. Director Pearson said it will be used to store equipment and additional space to do maintenance.

#### Recreation/Facilities

Vision 2020 (Attachment #2) – Director Kramer provided an overview of the Vision 2020 plan. He gave an overview of administrative organizational structure, phase 1 and 2 have been completed. He said open positions have been

evaluated along with upcoming retirement positions. Final phase will open up final director position for Business/Finance. Director of Recreation/Facilities Matt Mack provided the programs and staff changes that were made. He said they adjusted workloads and everything is going well with that. He said we will meet with all user groups on a yearly basis, as well as have representation at their board meetings but said it will be very beneficial to have a yearly organizational meeting. He explained in addition is to put together a community survey for our individual users, to find out what we are good at, what we need to improve on, and what the community wants. He said there will also be public input forums held. Lastly, Director Matt Mack said that we recently had an emergency operations assessment done by the North Dakota Safety Council. He said one immediate change we will make is to add numbers to all exit doors for a quicker emergency response if needed. The next step is to create emergency action plans for all of our facilities and update training manuals. Director Kramer said the big picture is starting to come in to focus regarding our Vision 2020 plan, from this we can create a plan and move forward. Discussion followed.

Director of Recreation/Facilities Report (Matt Mack) – Director of Recreation/Facilities Matt Mack reported on memberships numbers, up a couple hundred memberships from last year. He said golf lockers have been installed in the golf simulator room and are available for 3 and 6 month rentals. He reported that Pickleball was brought up a while back by our users; he said we have approximately 20 individuals who play and are having space issues. He said they made the decision to move Pickleball to the Armory providing 3 courts. He said it started last week and users seem to be happy with the setup. Director Mack then reported on finishing the golf pro interviews; has now been narrowed down to 2 individuals and he is hoping to have a pro hired by end of week. He also said the interviews for the golf restaurant were also conducted with 2 good applicants. He said he's hoping to have someone for restaurant by end of year with lease beginning January 1. Discussion followed.

#### Business/Finance

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

Financial Statement (Attachment #4) – For informational purpose only.

2019 Administrative Calendar (Attachment #5) – For informational purpose only.

ATM Services – RFP (Attachment #6) – Director of Recreation/Facilities Matt Mack reviewed ATM Services Agreement that expires January 31, 2019. He said he will update dates but only change to the agreement is the term of contract which will be changed to a 5 year contract with 3 additional 1 year increments up to 8 years. MOTIONED BY: Brad Fong; SECONDED BY: Scott Karsky to approve the RFP process for ATM Services. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

Phone System – RFP (Attachment #7) – Director James Kramer reviewed RFP for a new telephone system. He said funding is earmarked in capital betterment and with city assistance with the large part of phone system being the community center. Due to the dollar amount we are mandated to bid it out. MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to approve the RFP process for a new telephone system. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried.

Retirement Contribution (Attachment #8) – Director Kramer provided a resolution that the City of Dickinson has done regarding their retirement plan to move to NDPERS Defined Benefit Plan for new employees. He explained that because we are two separate political subdivisions we cannot be included with the City's new plan. The City revised their current defined contribution plan that the bulk of employees are in now; the revision includes increasing the match to 7%. Director Kramer said the Park District is also getting a one-time option to increase as well which roughly add \$18,000/year to our retirement plan. Director Kramer said he doesn't think it is feasible if we ultimately go to NDPERS, to contribute 7% for some and 5% for others but the \$18,000 is money that has not been budgeted. He said we are currently included in the City's plan now, but won't be with NDPERS. Discussion followed. President Scott Kovash said we will add this topic to a special meeting agenda before end of year for a decision.

Financing Proposals (Attachment #9) – Director Kramer reviewed the financing proposals that were offered to every local lender. His recommendation is to take American Bank Center’s proposal. MOTIONED BY: Tim Daniel; SECONDED BY: Brad Fong to approve American Bank Center Financing Proposal at a rate of 3.109% with \$0 closing costs. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Homiston). Motion carried

Executive Director Report (James Kramer) – Executive Director Kramer had nothing more to report.

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

Adjournment – MOTIONED BY: Brad Fong; SECONDED BY: Tim Daniel to adjourn the meeting at 5:45 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

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Clerk

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President