

**PARK BOARD MEETING
December 31, 2018**

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Special Meeting at 8:15 am, Monday, December 31, 2018 at the West River Community Center.

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

Year End – Executive Director James Kramer reported that he and Finance/HR Manager Sara Turner have reviewed all accounts and paid invoices that could be paid by December 31, 2018. He said the General Fund was higher than projected, along with the community center. We can't do any more deposits or invoices after today but have the month of January to make any adjustments or transfers needed.

ESG Pay Off (Attachment #1) – Executive Director James Kramer said there is not an attachment for this. He said we won't be able to pay off the ESG this year; balance is \$395,000 to pay off. We will have \$190,000 to pay after what we have set aside in the budget and said his recommendation is hold off the pay off until June and re-evaluate. He also said our commitment to the City of Dickinson is \$500,000, hopefully we will be able to pay off early as well but he is not ready to make a recommendation on any other pay-off.

Staffing Update – Director Kramer updated the Board on staffing. He said we hired a new golf professional, Michael Rademaker; he will make the move to Dickinson in February. He said the new golf course restaurant lease will be to Green 19, which are the owners of Blue 42. Director Kramer also said they had interviews for the Facility Maintenance Supervisor position and have an excellent candidate that they are hoping to have hired soon. He then said the Facility Maintenance Specialist position will open in May or June.

Retirement Option – Director Kramer stated that the City of Dickinson has made the change to go to NDPERS retirement system, as well as increased their existing Defined Contribution retirement match an additional 2%. He is recommending that we do not follow the City and make any increases at this time. If we go to NDPERS, we will be a separate plan from the City. He said we have talked to American Trust Center to possibly draft a plan just for our specific employees. He reviewed the plans. Director Kramer said his recommendation is to stay with our current 5% match with American Trust Center and analyze plans moving forward. President Scott Kovash thinks it is good decision to hold off and will be good to separate from the City and see where we can go. Director Kramer said with the existing defined benefit retirement plan we only have 7 employees left in that plan, of those we will lose 3 in the next 2 years. The remaining employees are on a separate defined contribution plan. Discussion followed.

Patterson Lake Update (Attachment #2) – Director Kramer updated the board on the Patterson Lake land bill that was recently passed. He said the President has signed and we have been invited to meet with Bureau of Reclamation in January. He stated at the state level they have started the process to put in a bill to allow a one-time exemption for Dickinson and Jamestown to sell land directly to owners without it being publicly bid. He said the bill will be one of the first bills presented and they are hoping to speed track the bill sometime in January to April. Director Kramer said the next process is identifying the surveyed lots, assessed value and a sale; all things we will attack when bill is in place. He said we are documenting every minute of time we have into this in order to be reimbursed at the end. President Scott Kovash said we'll need to make sure of the language for the one-time option, and asked what happens in the future with owners who are unable to buy now. Director Kramer provided a letter being sent to cabin owners with their lease invoice. He said they will still owe a lease payment until sales go through. All cabin owners will need to be current in their lease payments, in order to be eligible to buy and permit needs to be kept current through this process. He said we are following the same pay scale that was put into place by the Bureau of Reclamation. He reviewed the fee schedule. Discussion followed.

Equipment Purchase Approval (Attachment #3) – Director Kramer reviewed the equipment package that needs to be approved by year end for the new equipment for golf course and parks shop. He said we received one bid from MTI Distributing which is the Toro equipment dealer. He said the package price came in at \$225,589. Discussion followed on the local dealers and equipment. Director of Buildings/Grounds Craig Pearson said our existing equipment is all Toro so it works out very well. He said this is all purchased equipment in a 3 year lease payments. Director Kramer said this equipment covers the community center, golf course and parks shop that has been budgeted annually. Commissioner Brad Fong asked if we trade in any equipment or sell. Director Craig Pearson said we have one piece we are going to sell, which is a greens mower. He said we will move some equipment around but for most part we are good on equipment so will only sell one piece. Discussion followed on where the equipment will distributed to each department. Director Pearson said our mechanics are very good; we have 2 in house mechanics both are fully trained on Toro equipment. He then reviewed the maintenance and warranty procedures. MOTIONED BY: Brad Fong; SECONDED BY: Tim Daniel to approve the turf equipment package price of \$225,589 to MTI Distributing, Inc. Roll call vote: Ayes-3; Nays-0; Absent-2 (Karsky; Homiston). Motion carried.

New/Old Business – No other business was presented.

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

PREPARED BY:

APPROVED BY:

Clerk

President