

**PARK BOARD MEETING**  
**January 14, 2019**

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Regular Meeting at 4:00 pm, Monday, January 14, 2019 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to approve the December 10 and December 31 meeting minutes. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Kovash). Motion carried.

CLAIMS: MOTIONED BY: KC Homiston; SECONDED BY: Scott Karsky to approve December Claims in the amount of \$522,563.58. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Kovash). Motion carried.

#### Buildings/Grounds

Utility Vehicle Bid Award (Attachment #1) – Executive Director James Kramer reviewed the utility vehicle bid from West Plains, Inc. He said it meets all specifications we were looking for and he recommends approval. MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to approve bid from West Plains, Inc. for a utility vehicle in the amount of \$63,118.72. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Kovash). Motion carried.

Director of Buildings/Grounds Report (Craig Pearson) – Director of Buildings/Grounds Craig Pearson reported on parks projects. He said they are finishing up work on their new storage building, waiting on doors. He also said the parks staff is working on remodeling a room at the bandshell and then will start working on remodeling of golf course restaurant, removal of ceiling tiles. Director Pearson said the concrete has been poured on the golf maintenance shop brick building and doors/windows have been installed. He also reported at the golf course, they have finished up fertility program on golf course and products have been ordered for the upcoming season. He reported on the facilities side and said they have installed a new air handling unit that went out about a month ago at the community center. He reported that four doors for the main arena at ice center will be replaced and installed this week. Director Pearson stated that we have hired a new facility maintenance supervisor, who will be taking over Larry Kuether's position when he retires in June. Scott Rabbitt will start on February 4 and will job shadow and trail with Larry. Commissioner Tim Daniel asked about the restaurant work at golf course. Director Pearson said the work needs to be done – ceiling tiles are shot. They will remove and install new lights and ceiling panels, will help to bring the facility up to date. He also said the new restaurant owners will do some painting and re-decorating.

#### Recreation/Facilities

ATM Bid Award (Attachment #2) – Director of Recreation/Facilities Matt Mack reviewed 3 bids that came in for ATM Services RFP. He said we set the surcharge fee at \$3/transaction and based our decision on the dollar amount we will receive per transaction. He reviewed the 3 bids and recommended approval of Badlands Card Systems as the high bidder. He said the ATM machines are located at West River Community Center; Heart River Golf Course, West River Ice Center and Dakota Community Bank Ballpark. MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to approve ATM Bid Award to Badlands Card Systems. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Kovash). Motion carried.

Director of Recreation/Facilities Report (Matt Mack) – Director of Recreation/Facilities Matt Mack updated on the Board on community center membership numbers – he said we have 6529 memberships in December, which is up about 300 last from last year at same time. He reported we will be replacing some fitness equipment during annual shut down; not all but some will receive an update. The last time the fitness equipment was replaced was 5 year ago. He also reported that his department has started working on planning for spring/summer programs. Director Mack also said he is continuing work on the emergency action plan, numbering of all emergency exits is in process now. He reported on the golf course, working with Green 19 who is new restaurant owners, working on a lease agreement which will be available at the next meeting. He also said they are doing a pro shop inventory audit in February and the new golf pro will start on February 20<sup>th</sup>.

Business/Finance

2018 Year End

Budget Amendments (Attachment #3) – Executive Director James Kramer said that anytime we have dollars spent above what was budgeted, we make an amendment. He reviewed all recommended amendments.

Capital Betterment Fund – Budget amount of \$250,000 amended to \$460,194.23 for Veterans Pavilion Project and spent 2016 and 2017 budgeted dollars in 2018.

Emergency Fund – Budget amount of \$0 amended to \$6,620 for insurance claim projects.

Future Projects Fund – Budget amount of \$0 amended to \$121,682.07 for the security system, memorial park parking lot and bandshell improvement projects.

Park Land Development Fund – Budget amount of \$0 amended to \$50,010.20 for sidewalk project.

West River Expansion Fund – Budget amount of \$0 amended to \$100,000 for 6<sup>th</sup> of 10 years pledge payoff.

Director Kramer said he recommends approval of all amendments as presented. MOTIONED BY: KC Homiston; SECONDED BY: Scott Karsky to approve presented Budget Amendments. Roll Call Vote: Ayes-4; Nayes-0; Absent-1 (Kovash). Motion carried.

Fund Transfers (Attachment #4) – Executive Director Kramer reviewed all suggested transfers.

MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to approve transfer of \$9,100.26 from the Oil and Gas Fund to the Emergency Fund. Roll Call Vote: Ayes-4; Nayes-0; Absent-1 (Kovash). Motion carried.

MOTIONED BY: Brad Fong; SECONDED BY: Scott Karsky to approve transfer of \$115,000 from the West River Community Center Fund to the West River Expansion Fund. Roll Call Vote: Ayes-4; Nayes-0; Absent-1 (Kovash). Motion carried.

MOTIONED BY: KC Homiston; SECONDED BY: Brad Fong to approve transfer of \$2,700.78 from the Heart River Golf Course Reserve Fund to the Parks & Facilities Replacement Fund. Roll Call Vote: Ayes-4; Nayes-0; Absent-1 (Kovash). Motion carried.

MOTIONED BY: Scott Karsky; SECONDED BY: KC Homiston to approve transfer of \$7,127.60 from the West River Community Center Foundation Fund to the West River Expansion Fund. Roll Call Vote: Ayes-4; Nayes-0; Absent-1 (Kovash). Motion carried.

Executive Director James Kramer reviewed the recommendation of Debt Retirement:

ESG Projects Debt Early Payoff in June 2019; City Pledge Early Payoff in December 2020. He also reviewed the recommendation of Fund Closures: Close Oil and Gas Fund December 2018; Close HRGC Reserve Fund December 2018; Close WRCC Foundation Fund December 2018; Close ESG Projects Fund December 2019.

Approval of Pledge Securities (Attachment #5) – MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to approve the Pledged Securities. Roll Call Vote: Ayes-4; Nayes-0; Absent-1 (Kovash). Motion carried.

Phone System Bid Award (Attachment #6) – Executive Director James Kramer reviewed the phone system bid process. He said we received one bid from Consolidated and he recommended approval of the Base Bid of \$50,000 with the addition of option 1 of \$15,000 for switch and router equipment and option 4 of \$1700 for battery backup. He said this project will be funded partially through WRCC City Assistance and Capital Betterment. MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to award Phone System Bid to Consolidated for a total project amount of \$66,700. Roll Call Vote: Ayes-4; Nayes-0; Absent-1 (Kovash). Motion carried.

Executive Director Report (James Kramer) – Executive Director Kramer reported that he will be meeting with the City and County on the Patterson Lake land transfer process and will also meet with the Bureau of Reclamation to start the process. He will keep the Board updated as the process goes along.

Legal Counsel Report – Attorney Randall Sickler no report

Adjournment – MOTIONED BY: Scott Karsky; SECONDED BY: KC Homiston to adjourn the meeting at 4:36 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

---

Clerk

---

President