

PARK BOARD MEETING
January 25, 2019

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Regular Meeting at 8:15 am, Friday, January 25, 2019 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, Scott Karsky, Tim Daniel, Brad Fong and KC Homiston. Also present were Executive Director James Kramer, Director of Recreation/Facilities, Attorney Randall Sickler and Clerk Leah Hoenke.

Years of Service Award – Rod Lindborg – President Scott Kovash presented Golf Maintenance Supervisor Rod Lindborg with a 20 years of service certificate. He thanked him for his hard work and dedication to Dickinson Parks and Recreation.

December Financial (Attachment #1) – Executive Director James Kramer reviewed the December financial. He pointed out the revenue over cash expenditures showing a negative; he said this is due to running the Veterans Pavilion project through Capital Betterment. Commissioner KC Homiston asked if the Veterans are still raising money. Director Kramer said they are, only because they are trying to get a few pieces of military equipment from surplus property to put on the sides along with some benches they want to add.

2018 Year End Presentation – Executive Director Kramer gave a year end presentation on the financial picture of 2018 compared to 2016 and 2017. He reviewed the 2018 fund balances. He then showed a 3 year snapshot of personnel expenses, showing that salaries are 60 percent of total budget along with utilities. He said this year was the lowest for part time salaries, with the main reason being that we eliminated the night cleaning crew, which is now a contracted labor. He also said full time salaries are less than last year with 3 full time positions that were not filled in 2018. For 2019 we will have all full time positions filled by the month of May. Director Kramer went on to show a snapshot of general fund, reviewing a 3 year comparison of revenue and expenses for adult and youth programs, West River Ice Center and Heart River Golf Course. Discussion followed on utilities and how that drives expenses based on weather conditions. Discussion also took place on Heart River Golf Course revenue and expenses with the revenue side being down compared to the last few years. Director Kramer said it is due to being down in green fees and cart rentals but also not having a Golf Professional has affected merchandise sales. Weather is also a factor; in 2018 we lost revenue for March, April and part of May because of weather. Discussion was held on the new golf professional and how his salary is tied to pro shop sales. Director Kramer said he receives 20 percent of net sales in pro shop along with golf lessons being 100 percent his own. He also added that this year we will hire an assistant golf pro who will also receive and share the commissions for pro shop and lessons. Director Kramer went on to review the West River Community Center fund balance 3 year snapshot. He said revenue for memberships is going up, bringing in 1.9 million in 2018, which reflects more activity in the building. He showed membership totals by month and compared 2016 numbers that were higher than early 2018 but by end of year things took a flip and 2018 numbers increased over 2016. He stated that if you look across the board, we are staying consistent in 6500 memberships on average. Discussion followed on the demographics of the memberships. Director Kramer also commented on our corporate partnerships with memberships is also a big staple. Director Kramer went on to review Patterson Lake revenue and expenses; in 2018 we saw an increase in camping and visitor fees, typically don't see a positive balance for Patterson Lake in the general fund. Discussion followed on cabin site permits and how the land transfer will affect the bottom line. Lastly Director Kramer reviewed the 2019 Budget. He also gave an update on the Vision 2020 plan. He said the initial security and safety plan has been put into place by numbering every emergency exit and we are in progress of reviewing our emergency action plan for facilities and security measures. He stated that the organizational structure has been completed; we reviewed current and future openings, master plan structure and line of authorities, marketing, mission statement review and core values. He said the next thing we will look at is event attraction and how to attract people from out of town for tournaments and events. He went over staff orientation /training/communication that for the most part has been completed. The area of developing a good employee orientation process has been initiated and will be on going. He then reviewed the last area of the Vision 2020 plan which is the policies and procedures, reviewing and planning budget in 3 year cycles has been completed; update of policy and procedure manuals is in progress; exploring out-source work opportunities is in progress; increase revenues including grant writing, foundation, sponsor/donor plan will be reviewed by end of

2019; and implementation of future first committee has been completed. Director Kramer also handed out the 2019 Capital Improvement/Maintenance Plan booklet for informational purposes.

Patterson Lake Land Transfer Update – Director Kramer updated the Board on the land transfer and said he and staff have met with Bureau of Reclamation as well as representatives from Senator Hoeven’s office. He said we learned that there are questions that need to be answered before things can move forward. Nothing can move forward until the state passes the bill that allows the existing homeowners to purchase the land. He said the first step in process is for the Bureau of Reclamation to convey the land to the Park District; they have five years to do that; they have to do an archeological study identifying flood plain and boundaries. He said a question came up, will expenses be reimbursed. Hoeven’s office said the intent was that we would be reimbursed but the language doesn’t say that. Director Kramer said we will keep track of every expense incurred during this process. He said we will need to survey lots, appraise lots, will need to have a PUD for the city that lays out the lot sizes. After that we can sell the lots to cabin owners. He said the second question is what happens in five years if nothing has happened. Apparently there are different interpretations. The third question is what happens if not enough lots are sold for the Park District to cover expenses. Last question, is there an out clause if this is not in the best interest of the Park District. Director Kramer said that Jamestown has the same questions as we do and we will work jointly with them if needed. He said the game changed throughout the legislative process; when it started we were getting 100 percent of money, then we were getting nothing; we were allowed to do what we wanted to the land and now we are not. He said as process continues we will identify if this is in our best interest. Discussion followed.

HRGC Lease Agreement (Attachment #2) – Director of Recreation/Facilities Matt provided an updated lease agreement for golf course restaurant. He reviewed the dates and changes to the agreement. He said Attorney Randy Sickler has reviewed and we are looking for approval. Attorney Sickler asked if we have the current alcohol policy. Director Kramer said we will make sure it is current. Director Kramer also said he believes we have a good agreement with them; they want to make some improvements and everything is refreshingly new and moving in a positive direction. Commissioner Homiston asked who the main point of contact is for restaurant. Director Matt Mack said Brett Lefor is the main contact and he has full faith in what his vision is and how it will elevate the game at golf course. Discussion followed. MOTIONED BY: Brad Fong; SECONDED BY: Scott Karsky to approve the lease agreement with Blackridge Capital. Upon vote: Ayes-5; Nays-0; Absent-0. Motion carried.

New/Old Business – Executive Director James Kramer reviewed some legislative items, he said there are numerous bills on limited political subdivision growth. He said there is a bill in play that a political subdivision cannot grow more than 3 percent without going to the people. There is also new legislation on property assessment, basically limiting the amount of growth in assessed property. He said there is an increase in Park District biddable amounts, that amount will go to \$50,000 from \$25,000 as it is currently. Director Kramer said that he and Attorney Randy Sickler are working on an opinion on park land sale issues, gun restrictions at Patterson Lake, etc. Other discussion was held on hockey rink naming rights. President Scott Kovash asked if we have set any parameters. He said he thinks we should get that in place so they can go out and do their fundraising. Director Kramer said we are meeting weekly with Hockey Coordinator Dallas Kuntz but that we want to look at the Park District as a whole when it comes to naming rights and have a consistent policy for all facilities, not just solve this for the hockey rink. Discussion followed.

Adjournment – MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to adjourn the meeting at 9:20 am. Upon vote, all aye. Motioncarried.

PREPARED BY:

APPROVED BY:

Clerk

President