

**PARK BOARD MEETING
July 26, 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, July 26, 2019 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, Tim Daniel, Brad Fong, KC Homiston, and Scott Karsky. Also present were Executive Director James Kramer, Director of Buildings/Grounds Craig Pearson and Attorney Randall Sickler.

New Staff Introduction – Executive Director James Kramer introduced the new Facility Maintenance Specialist, Jeremy Shypkowski who began employment in July.

Larry Kuether was recognized for his retirement from the Park District after 15 years as a Facility Maintenance Supervisor. The Park Board thanked Larry for his years of service.

Quarterly Report-(Presentation) – Executive Director James Kramer presented the quarterly report to the Board. He said the goal was to do as much debt reduction as we could. He said we have paid off some smaller things and the larger ESG lease will be paid off at the end of the year; the current balance is around \$140,000. He said with the tax increase last year the goal was to create healthier funds and we are starting to see some of those results; the funds are healthier than they have been in a while. One of them that is distorted is the park replacement at \$567,000, typically we don't carry that much but the City prepaid us for all of our projects and there is an extra \$350,000 in that fund because of the prepayment. He said they are going to start doing that on an annual basis, where the first of the year they will cut us a check for the whole amount rather than have us do the project and submit the receipt before they pay us. Director Kramer reviewed the General Fund specifics and said again that the numbers are a bit distorted because through State legislation they made us consolidate so many different funds into the general fund such as social security, retirement and Patterson Lake. He pointed out the revenue; we've collected 89% of the tax levy to date. He said there is about 3% of uncollectables, which leaves us with about \$170,000 left to collect in our tax levy to complete our 2019 General Fund. Director Kramer then reviewed the West River Community Center financials and said the revenues are very good. We are up through June at just under \$90,000. He said in past years we've been at \$30,000-\$45,000 at this point. He also said that WRCC is unique because when we added the outdoor pool we went from the summer months being our slow months to now being a very active time to buy memberships. Director Kramer reviewed expenses with roughly 70% of expenses being tied to wages and utilities. He said 1 month memberships have started to turn around and 3 month memberships have dropped. He thinks that may be due to our annual memberships increasing so much. Annuals are strong and bouncing back to numbers we were seeing in 2016-2017. He said they make up about 58% of total revenue collected and stated that prior to this year, there was a lot of movement with memberships between each month but with the pool being added, it has helped our membership base stay consistent. He showed 6,500-6,900 consistently month to month.

Patterson Lake Lot Transfer (Attachment #1) – Zachary and Ashley Knowlen have purchased Lot 26 from Mickey Jordan. They have applied for the lot transfer and the fee has been paid. Director James Kramer recommended approval for this lot transfer. MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to approve the Patterson Lake Lot Transfer. Roll call vote: Ayes- 5; Nays-0; Absent-0. Motion carried.

Dickinson State University Service Agreement (Attachment #3) – Director Kramer explained that the University sends us an agreement prior to each year for providing memberships for on-campus students. He said there are roughly 200 students who pay a fee tied to their residential fees that covers their pass to WRCC. The University then pays us each semester. Director Kramer recommended approval of this agreement. MOTIONED BY: Tim Daniel; SECONDED BY: KC Homiston to approve the agreement between DPRD and DSU to provide memberships to the students living on campus. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

WRCC Cardio Equipment Bids (Attachment #4) – Director Kramer said this is the third time since opening the facility that we have went out to bid for replacement of fitness equipment. He said it's the first time that we've received only one bid; in previous years Matrix Fitness has won the bid and are the only vendor to provide a 3 year warranty for parts and labor. The pre bid estimate was \$146,800 and the total package price for Matrix is \$137,107. Director Kramer recommended approval of the Matrix Fitness bid package. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve the 5 year lease for the cardio equipment bid with Matrix Fitness. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

WRCC Fitness Equipment Finance Proposals (Attachment #5) – Director Kramer presented the finance proposals for the fitness equipment. He said six local banks have responded. He recommended approval to Kirkwood Bank & Trust at 2.68% with closing fees of \$300. MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to approve the Finance proposal to Kirkwood Bank & Trust. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Private Cart Policy (Attachment #6) – Director of Buildings/Grounds Craig Pearson said that the previous request for a private gate allowed himself, James Kramer and Matt Mack to sit down and look at our private cart use policy. He said that they were able to look at different types of private cart policies; these include people who store their own carts at the golf course; people who store off site and use public gates to access the course; those who store off site and use private gate access and those who bring their own cart in daily. Director Pearson said per the request for new private gates, they will install a private gate at the owners cost but the HRGC staff will need to approve the location and design of the gate. He said all the gates would be locked by HRGC at the end of the season and opened at the beginning of the season once the trail fees have been paid and the liability waiver has been signed. He said we have never had a use agreement before, but this will be used to protect us from any accidents. He said they are working

with Attorney Randy Sickler to come up with a private cart use agreement. They also will require every private cart to have a sticker once they have signed the agreement to identify who is using the carts. He said this protects us so people can't give a private cart to anyone and said the same rules will apply; individuals who have a private gate will have to register their cart at the golf course. Director Pearson said right now we have about 86 private carts of which 64 are stored on site. He said nothing else will change other than signing the private cart use agreement and getting the sticker once you have showed you have the liability insurance policy. Commissioner KC Homiston asked how soon this request will go into effect. Director Pearson answered as soon as the owner of the gate wants to. Director James Kramer said that we are going to take care of this request and see how it goes but the bulk of change will happen when people apply for next year. He said this was a good opportunity for the staff to review all of our policies and get a better handle on it. Director Pearson said that we have the ability to lock the gates if they aren't being used or if they haven't signed the waiver. This way we can control the gate access and who is using them. Director Kramer said that the public access points will still have a lock and a key so you won't get a key until the trail fees are paid. Commissioner Homiston said this is a way to guarantee revenue and the sticker and lock will help regulate this policy. Commissioner Brad Fong asked about people bringing in private carts for tournaments and leagues and how we regulate that. Director Pearson said that there will be a daily fee at the Pro Shop. Director Kramer said that they will be given their receipt as their identification for the day fee. Commissioner Fong said that it should be mentioned to those in golf league. Director Pearson said the waiver will be ready for next year for those with private carts.

New/Old Business – Director Kramer updated the Board on the budget process. He said the preliminary budget was supposed to be presented today but we will need to call a special meeting on August 9; the budget deadline is August 10. Director Kramer also updated the Board on lots at Patterson Lake. He met with the Bureau of Reclamation and proposed that once the land is conveyed from them to the Park District that we wouldn't sell the lots until their permit fees equal the amount that we need to collect to be 100% whole. Director Kramer mentioned the current installment fees they pay right now and that they will raise for 2020. He said there are still minor things to work out before this plan will be put into place. Discussion followed.

Adjournment – MOTIONED BY: Brad Fong; SECONDED BY: KC Homiston to adjourn the meeting at 8:50 am. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President