

PARK BOARD MEETING
October 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, October 14, 2019 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to approve the September 9 and September 27 meeting minutes. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Brad Fong; SECONDED BY: KC Homiston to approve September Claims in the amount of \$430,994.28. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Buildings/Grounds

Patterson Lake Conveyance Update (Attachment #1) – Executive Director James Kramer reviewed the negotiated property line drawing from the Bureau of Reclamation but said it did not change from original. He said their position is pretty firm and they don't want to budge on the boundary lines. He said they redirected the lines so that the service bridge is on their property. Director Kramer said he will continue to work on the agreement with this as the base for the land conveyance agreement. He also showed a timeline for the work that needs to be done. It shows the Park District is responsible to conduct the title search and outstanding easements. They plan on being done and turn the land over to us by April 1 to June 1 of 2020. He also said we'll have to have new homeowner lease permits in place for the crossover by April 1. He said the cost of the land conveyance will be around \$70,000; half being the \$35,000 initially paid and other half is cost for surveying work. He then said the next step is for us to survey land; their staff will stake from the red line outlined in attachment. Commissioner Scott Karsky asked Director Kramer to review the permit that is in place now. Director Kramer reviewed what the permit entails and said once land is owned by us this permit is null and void and we'll need to have a Park District permit in place. Discussion followed. Commissioner Brad Fong asked about the driving range portion that is included in their land. Director Kramer said we will have a land management agreement in place that we will continue to maintain and have access to it, like it is now. President Scott Kovash asked if we are going to have any covenants in place for the cabin owner's property. Attorney Randy Sickler said that is a good idea that we have some restrictive covenants. Commissioner KC Homiston said we would probably follow what Stark County has in place and add to that if needed.

Director of Buildings/Grounds Report (Craig Pearson) – Director of Buildings/Grounds Craig Pearson reported on facilities. He said Manager X Dukart and crew have both sheets of ice in for the ice center arenas; winterized outdoor pool; emptied pond at WRCC for the winter. He said irrigations system is blown out and in process of putting away rest of landscaping for the winter and on the inside they are working on annual replacing of air filters. He also said that the third racquetball court has been opened after it was closed from water damage; we were able to salvage it. Director Pearson then reported on parks maintenance, saying they are in full blown winterization throughout parks, bathroom winterized, docks taken out, and ready for snow removal. He said they are also focused on tree removal at Patterson Lake and Memorial Park, they are having 5 or 6 professionally removed. He also Sam Davis at golf course is draining the irrigation, and in process of winterizing. He reported the push to remove trees on golf course with 125 trees marked just on the top nine that will come out. He said they have a professional company grinding stumps and removing trees and we'll start a tree planting program this spring.

Recreation/Facilities

Director of Recreation/Facilities Report (Matt Mack) –Director of Recreation/Facilities Matt Mack reported on membership numbers – we are at 6805 currently which is 400 more than we were last year at this time. He said November 2 is the date for the new fitness equipment install. He explained the process and said we will close early that day to get everything in and out with installers. Director Mack reported that the golf course is starting their fall hours which is 9:00 am to sunset and will keep those hours until weather doesn't allow it any longer. He said the WDA cross country meet is at the golf course on top 9 and said this Friday is our last tournament of year. Director

Mack reported on Patterson Lake saying that campgrounds have been winterized and closed for season. He then reported on recreation programs and said we are offering another curling league for winter and will try a new corn hole league as well. He said adult flag football is ending this week and the Fall Optimist Basketball Tournament will be held in November. Director Mack also reviewed the recycling program that Commissioner Fong recommended. He said we met with the City and they don't currently have a commercial recycling program in place yet. He said they are willing to start one with us as a pilot program but said our staff will have to sort through and make sure all is recyclable. Commissioner Brad Fong commented that he's glad we are taking a look at a possible recycling program but understands the challenges. President Scott Kovash asked about our Future First plan and if we have put anything in place on an active shooter plan. Director Mack said we haven't gotten to the point of implementing but have a basic program in place but their intentions are to take to the next level. President Scott Kovash asked about our personal training and asked how other places handle their personal training program. Director Mack said a lot of other organizations have a non-compete clause in place and said he thinks if we implemented something like that it might hurt more than it benefits us. He said we'll continue to have conversations and want to improve on the program. He said currently we have three personal trainers on staff. Executive Director James Kramer said only one of those trainers is exclusive to our facility and we are trying to figure out what the best fix is.

Business/Finance

Approval of Pledge Securities (Attachment #2) – MOTIONED BY: KC Homiston; SECONDED BY: Brad Fong to approve the pledged securities. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Financial Statement (Attachment #3) – Director Kramer said he will do a quarterly report to the board at the October roundtable meeting.

2017 Audit (Attachment #4) – Director James Kramer reviewed the 2017 Audit. He pointed out on page 24 on segregation of duties and preparation of financial statement. He said we have a 2 person accounting staff and that makes it difficult to segregate the duties. He said all findings are consistent with previous audits and he recommends approval. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve 2017 Audit as presented. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Years of Service – President Scott Kovash presented Matt Mack on his 10 Years of Service Award. He thanked him for his hard work and dedication.

Executive Director Report (James Kramer) – Director Kramer reported that the October roundtable meeting will be expanded and will include a quarterly presentation. He also said there won't be a roundtable meeting in November and December due the holiday schedule.

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

Adjournment – MOTIONED BY: Brad Fong; SECONDED BY: KC Homiston to adjourn the meeting at 4:33 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President