

PARK BOARD MEETING
October 25, 2019

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Roundtable Meeting at 8:15 am, Friday, October 25, 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 Buildings/Grounds Craig Pearson, Executive Director James Kramer, Attorney Randy Sickler and Clerk Leah Hoenke.

Quarterly Presentation – Executive Director James Kramer gave a fall quarterly presentation. He reviewed a 3 year picture of the General Fund, balance is \$576,316.00 as of September 30. Within general fund he showed revenue of Patterson Lake and camping and daily visits along with the West River Ice Center. He went on to show golf course revenue is up from previous year, sitting at \$25,000 to the good as of date. He said the net in pro shop is at \$36,893.45, and commented that Mike Rademaker has done a nice job; it makes a difference to have a golf professional in pro shop. He showed season pass holders is at 533 with total rounds of 17,362. He said as we look forward we'll have to work on getting the rounds up and not increase fees. Director Kramer then reviewed the West River Community Center and said things are trending upward; total revenue is at \$1,704,379.63. Annual memberships are going up, he reviewed membership revenue with annuals being the highest and most important as this place is driven by annual memberships. Membership totals are staying consistent at 6800-6900. He showed outdoor pool numbers. The outdoor pool was open 64 days out of 77 total; averaging 339 people per day. He said the majority of users are members. He also said the concession revenue is down a little from last year; concessions generates just over \$40,000. Director Kramer moved on to park reservations showing we are down in shelter reservations from previous years. He said he believes by adding Heart River Retreat and Veterans Pavilion has made a difference in park reservations. He also gave a marketing highlight showing new park signs along with trail head signs for the Crooked Crane Trail. He showed video promotions of golf course and crooked crane trail as well. Director Kramer reviewed the progress of Vision 2020 and said we still have things to do including re-writing of policies and procedures and safety plan. He said the goal is to have finalized by January of 2020 and hopefully before summer of next year to start training staff on new policies and procedures. He said the big picture goal is to apply for NRPA Accreditation (CAPRA) and then move forward with vision of applying for NRPA gold medal and bring it all together by September 2021. He said we've been working towards this, there is only one other park district in North Dakota that have the gold medal and that is Bismarck Park District. He said we have to meet standards and criteria. President Scott Kovash commented that the marketing is first class and likes where we are going with that. He said the accreditation is a big deal and for us to get that would be incredible. Commissioner Tim Daniel also said the marketing is good stuff and gave kudos to the people involved.

Patterson Lake Cabin Site #11 (Attachment #1) – Director Kramer reviewed a request to transfer lot 11. He said the required transfer fee has been paid and recommends approval. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve transfer of lot 11 from Jerril H. Rustan Family Trust to Jacob Hafele. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

New/Old Business – Director Kramer said we've been working with KLJ on agreement with sports complex. He said the Hockey Club has finalized the two rink naming opportunities, Charbonneau Car Center for the main rink and Cornerstone Bank for auxillary rink. He said we'll have some equity to enhance the facility and start doing some projects.

Director of Buildings/Grounds Craig Pearson reviewed the 2020 Capital Improvement Maintenance Plan. He said we have 27 parks; undeveloped land; and 16 facilities that covers all acreage of the Park District. He said the maintenance plan shows each facility and what needs to be done and priority of the maintenance aspects. He asked the board to review and let him know if they have any questions. He said it is continually updated each year. President Scott Kovash asked if there are any major concerns in maintenance. Director Pearson said as far as parks, projects comes down to staff and time, we twiddle it down as much as we can but they try to follow the priority list as much as possible. Commissioner Scott Karsky asked if we have thought about thinning out the trees and making the Dickinson Dike more accessible to Turtle Park. Director Pearson said there is a plan to irrigate and thin out some

trees. Commissioner KC Homiston asked if there has been long term discussions on maintenance shops for park and golf. Director Pearson said, the Parks Maintenance Shop has a new building they recently moved into and they are working on enhancing the old building. He said they have some work to do in maintenance at golf course; the brick building is almost done and will be able to move equipment in for the winter. He said long term plan is to have a shelter to bring in equipment during the season. Commissioner Brad Fong said the whole maintenance area needs improvement at golf course, possibly construct a new maintenance building and clean out all old debris. He said he recommends constructing a whole new building. Director Pearson said he agrees and likes to have a maintenance building not look like a maintenance building but that the buildings that are there are actually in really good shape and are functional. He said it is chopped up and spread out, but ideally it would be nice to have a whole new facility. Discussion was held on the investment of new maintenance buildings and location. Director Pearson said he agrees and we need to be better in cleaning the areas up and look better and more professional. He said we've talked about cleaning up the area around Heart River Retreat; it comes down to having the people and time to do it. Commissioner Homiston said the tough part for him is that the buildings look so old and it looks like you could knock over those buildings. Commissioner Fong said he thinks it should be part of the plan moving forward. Director Pearson said the golf shop itself is not big enough and it's difficult in the winter to work on equipment. Discussion followed. Commissioner Fong asked if it is a discussion we should have with the Mayor. Executive Director James Kramer said we just need to shift it to a bigger priority as we already receive money from the City for things like that. Commissioner KC Homiston said it would be harder to recruit new staff with our maintenance facility and would be easier to bring someone good in if we have better facilities. He thinks a discussion with the City is appropriate. Director Pearson said he agrees with what the Board is saying and it doesn't go past his eye.

Adjourn – MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to adjourn the meeting at 9:00 am. Upon vote, motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President