

**PARK BOARD MEETING**  
**January 31, 2020**

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 31, 2020 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, Tim Daniel, KC Homiston and Brad Fong. Also present were Director of Recreation/Facilities Matt Mack, Executive Director James Kramer, and Clerk Leah Hoenke. Commissioner Scott Karsky was absent.

December Financial (Attachment #1) – Executive Director James Kramer reviewed the financial statement. He said we are not going to approve today, there is a slight change that needs to be made and will bring back for the February meeting.

2019 Year End Presentation – Director Kramer gave a presentation on the 2019 Year End Financial. He said the fund balances ended at 2,562,629.30. He pointed out that the Patterson Lake Fund is carrying a balance to help subsidize operations at Patterson Lake. He said we will close out some funds that we weren't using, such as the golf course reserve fund, oil and gas, and ESG projects. This will help us consolidate and be more efficient with funds. Director Kramer then showed a 3 year history of the general fund. Director of Recreation/Facilities Matt Mack reviewed adult and youth programs, showing an increase by about \$4,500 in revenue and \$1600 in expenses. He said we saw an increase in participation numbers in 2019 and added the new curling league which helped in revenue. He also said the youth programs saw an increase of \$3200 in revenue and \$2700 in expenses. He said they added art classes, cooking classes, and additional kid's fitness classes. He said as they do each year, they subsidize the youth programs with adult programs. Director Mack then showed the West River Ice Center, with an increase from 2018 to 2019. He said the main reason is that we have seen a lot of extra hours added for the hockey club, \$85,000 is from hockey club. In 2018 they used a total of 1,177 hours, compared to 1,412 hours in 2019. He said the other part of increase is a big success with our public skate program. He showed in 2018 we had 9,300 users and for 2019 we had 11,671 users. Director Mack reviewed the golf course revenue and expenses and showed an increase of \$43,000 along with an increase in expenses of \$44,000. He said the main reason was we added the golf professional's salary in 2019. He also showed season passes went up a little at 533 passes sold in 2019. He said for the golf rounds of approximately 17,000 rounds, with 7,378 were season pass holders. Commissioner Brad Fong commented on the numbers and said it makes a difference with whether we have an early spring, and in 2019 we had a tough May. Director Mack said it averages out at about 14-15 rounds per season pass holder. He said we have one individual who played over 100 times and another who only played 6 rounds. Director Mack also said Golf Pro Mike Rademaker has done a good job with custom orders and having things in the pro shop that the members want and that he is careful to watch what he is spending and selling. Executive Director Kramer then reviewed the West River Community Center Fund Balance; showing a revenue of \$2,378,486.92; and \$2,206,848.68 in expenses in 2019. He said we purchased a new phone system in 2019 with some coming out of this fund. Director Matt Mack showed the WRCC revenue, saying our bread and butter is annual memberships that have increased \$119,000 more in 2019 compared to 2018. He said the 3-month and 1-month memberships have decreased but annuals have increased. He also reviewed the membership totals by month for the last 3 years. He said as of last night we are at 7,211 members and said the last time we were over 7,000 members was in 2015. President Scott Kovash commented that obviously we are doing something right; people wouldn't be renewing if we weren't. Director Mack went on to show the Patterson Lake revenue and expenses of \$185,002.99 in revenue and \$151,038.67 in expenses. Executive Director Kramer said there will be opportunity to watch our expenses a little better moving forward. Director Kramer also showed numbers for Heart River Retreat and Veterans Pavilion. He said at the retreat we have had that facility for approximately 10 years and it gets rented constantly. Even since the Veterans Pavilion came in to play, we are still seeing increases in Heart River Retreat. He showed the net at the retreat continues to grow over last 3 years. He said both of the facilities are used heavily by the community and moving forward we need to keep in tip top shape. Commissioner Brad Fong said the parking lot may need to be addressed at the retreat. Director Kramer agreed. Director Kramer also showed the 2020 Budget saying the majority actions happen in general fund. President Scott Kovash asked about the golf simulator, is there a time we need to consider whether we will still have it. Director Matt Mack said there is an annual license for the software, approximately \$1500/year and said it's not about making money it's about serving the people using the facility, but if we have a

better use of that space that would be another thing. Discussion followed. Executive Director Kramer gave a quick update on the Vision 2020 progress and said we will fall short on our January date to complete all the Vision 2020 tasks. He said we are still working on part time procedure manuals; hope to be done by the time seasonal facilities open. He said the foundation, sponsor and grant writing is still in progress along with risk management. He said part of Vision 2020 was to get the CAPRA and said we have applied and have been accepted into the NRPA Accreditation (CAPRA). We have two years to complete that process. He said the NRPA Gold Medal, original plan was in 2021 but will move up to 2020 but is rare to get in the first year. He also commented on the NRPA convention in 2021 and would like the commissioners to put that on their radar.

Green 19 Lease (Attachment #2) – Executive Director Kramer said attachment 2 is a copy of the existing lease with Green 19. He said the lease is not changing but the business name needs to be changed from Blackridge to Green 19 due to liquor license requirements. He said nothing changes with term or dates.

MOTIONED BY: Brad Fong; SECONDED BY: KC Homiston to approve new lease agreement with name changes as written. Roll call vote: Ayes-4; Nays-0; Absent-1 (Karsky). Motion carried.

New/Old Business – Executive Director Kramer said we are working on the two new positions; Director of Business/Finance had 20 applicants. He said they may re-evaluate where focus should be and possibly concentrate on the accounting manager position. He also said the City has notified us of the election in June with two Park Board spots open. Commissioner Brad Fong said he contacted Rita from City, you need 300 signatures to be on the ballot. He said he does not plan to seek re-election. He said he felt good taking over Howard Sharpe's term but will not run for another term. He also said Rita said it was posted in the paper that there are two open Park Board positions. Director Kramer said in previous years, the City has done all the advertising and legal notices regarding the positions open.

Adjournment – MOTIONED BY: Tim Daniel; SECONDED BY: Brad Fong to adjourn the meeting at 8:55 am. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

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Clerk

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President