

**Park Board Meeting
January 10, 2022**

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 10, 2022 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, Tim Daniel, Scott Karsky, Jo Marie Kadrmaz, Zach Keller. Also present were Director of Recreation/Facilities Matt Mack, Director of Buildings/Grounds Craig Pearson, Executive Director James Kramer, Attorney Randy Sickler and Clerk Leah Hoenke.

MINUTES: MOTIONED BY: Jo Marie Kadrmaz; SECONDED BY: Zach Keller to approve the December 13 meeting minutes. Roll call vote: Ayes-5; Nays-0; Absent-1. Motion carried.

CLAIMS: MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve the December Claims in the amount of \$813,716.19. Roll call vote: Ayes-5; Nays-0; Absent-1. Motion carried.

ADDITION TO AGENDA: Director of Buildings/Grounds Craig Pearson introduced Brent Erickson as our new Facility Maintenance Specialist. Craig said it has been a blessing to have Brent and he's extremely qualified. The Park Board welcomed Brent.

SPECIAL APPEARANCE

4:05 pm - 2020 Audit (Attachment #1) – Lynelle Rude, CPA was present to speak from Haga Kommer, Ltd, the firm who conducted our 2020 Audit. She said the audit has been considered a clean audit, an unqualified opinion. She reviewed the Schedule of Findings on page 23 of the attachment. The two findings are the Segregation of Duties and Preparation of Financial Statements, saying they are in 99% of the audits that they do. An audit is not an accounting of every transaction, making the segregation of duties important. Lynelle said you have a small staff that controls the financial duties and said that you as a board are responsible for the financial statement. The recommendation is that the board members should review claims list and designate duties to eliminate one person's access from recording and reconciling a transaction. President Scott Kovash asked if the answer for the segregation of duties is to have more staff. The auditor said to have a system that will not allow certain authority and limit access. Executive Director Kramer said they have discussed other ways that we could make that better.

BUILDING/GROUNDS

Patterson Lake Deed (Attachment #1) - Executive Director James Kramer reviewed the Patterson Lake Deed. He said in a nutshell, when the Bureau of Reclamation put together the deed for the area they wanted around the dam, they forgot to keep the land that the Game and Fish is on. They inadvertently put that land in our deed. He said they have now provided an Amendment to the Quitclaim Deed to correct the error. Attorney Randy Sickler said the amendment basically takes out the parcel in the original deed of D3, they are proposing the Game and Fish land, they want it back by signing this quitclaim deed they will take back the title of the property. He recommended an approval motion to approve the amendment to the quitclaim deed. MOTIONED BY: Scott Karsky; SECONDED BY: Zach Keller to approve the Amendment to Quitclaim Deed as provided by the Bureau of Reclamation. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Director of Building/Grounds Report - Director Craig Pearson reported on parks, saying that the staff is concentrating on snow removal and flooding Eastside Complex outdoor rink. He said the Optimist Park rink has not been flooded because of a City water line break that will not be fixed until spring. Director Pearson also reported working on remodeling at the Parks Shop. Patterson Lake Caretaker Jacob Shypkowski has been helping at the shop with mechanic work and helping at the ice center to train the Zamboni drivers. He also said that for facilities things are going smoothly, general repairs on a daily basis. New employee Brent Erickson has been a great help and that Facility Maintenance Specialist Jeremy Shypkowski has been filling in at the ice center and Facility Maintenance Manager Scott Rabbitt has also been helping with running the Zamboni. He said Facility Maintenance Supervisor Blake Johnson is doing a great job at the ice center. Director Pearson then reported that the golf course will be ready to do the cross country ski trail if we get enough snow. Golf maintenance staff have been working through equipment maintenance, getting ready for spring and staying busy with recent snow removal. Golf Superintendent Sam Davis has ordered products and is getting ready for spring as well. Director Pearson also said that they are training an additional three people at the ice center. Part-time employee who works at the golf maintenance shop, and other DSU college students. He thinks they will work out great and help fill in some odd hours when we have both rinks going at the same time. The issue is getting them up to speed and training. President Kovash asked if we are short full time staff. Director Pearson said we have one position open, Facility Maintenance Specialist at the ice center, formerly Jordan's

position. Executive Director Kramer also said there will be two at the park's shop opening soon, hired by March.

RECREATION/FACILITIES

Director of Recreation/Facilities Report - Director Matt Mack reported on community center memberships saying we are now over 6,000 members and haven't been over 6,000 since December 2020. He said there were 150 annual memberships sold in November during our special and in December we sold 300 memberships during our 3 month special. Director Mack said our next goal is to target corporate memberships and reach out to businesses to promote our corporate discounts. He also reported that the personal training room is ready, just waiting on equipment, hopefully by the end of January we'll have it all delivered. He said the golf course ended strong with a Christmas special in the Pro Shop and they recently competed the year-end inventory in December. We are currently offering the Early Bird golf membership special through the month of January. Director Mack also reported the THS/DHS youth basketball tournament will be January 23-24 and February is a very busy month with tennis and racquetball tournaments, as well as the Blue Hawk Basketball Tournament. He said the recreation department has been busy with tournaments and preparing for their spring/summer programs.

BUSINESS/FINANCE

Approval of Pledge Securities (Attachment #3) - MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve the Pledged Securities. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

2021 Year End - Executive Director James Kramer said we will present the full December and January financial statements at the year-end presentation. He said Finance/HR Manager Patty Riely has been doing a great job, keeping organized with the financials.

Budget Amendments (Attachment #4) - Director Kramer said we'll need to do budget amendments for 2021. He said in most cases when there is a \$0 budgeted amount it is because of how early we do the budget. He said the auditors recommend being more transparent with projects when it comes to budget amounts. He then reviewed each of the amendments and recommended approval.

General Fund - HRGC course maintenance expenses due to damage of the greens. Budgeted amount of \$3,386,565; amended amount \$42,211.96.

Capital Betterment Fund - Spent carryover project money - Budgeted amount of \$449,195; amended amount \$17,178.76.

Future Projects Fund - Friendship park engineering expenses. Budgeted amount of \$0; amended amount \$24,930.00.

Parks & Facilities Replacement Fund - Park District Infrastructure Improvement Project. Budgeted amount of \$0; amended to \$1,280,939.11.

Park Land Development Fund - Patterson Lake Conveyance/Lot Sales. Budgeted amount of \$0; amended to \$1,220,300.83.

Commissioner Jo Marie Kadrmas asked if we have received any money back from lot sales. Executive Director Kramer said we send a quarterly report of the lot sales and expenditures and have received some reimbursement from the Bureau of Reclamation for some of those expenses which will go to paying the fund back. He said they have not had any questions about any of the expenses. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the Budget Amendments as presented. Roll call vote: Ayes-5; Nays-0; Absent-1. Motion carried.

Fund Transfers (Attachment #5) - Executive Director Kramer reviewed the fund balances and suggested transfers. Attorney Randy Sickler recommended approving the transfers individually. Director Kramer recommended approval of the following transfers:

\$25,500 to be transferred from the Parks and Recreation General Fund to the Dickinson Park District Foundation Fund. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the transfer. Roll call vote: Ayes-5; Nays-0; Absent-1. Motion carried.

\$331,472.20 to be transferred from the Parks and Facilities Replacement Fund to the West River Community Center Fund. MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve the transfer. Roll call vote: Ayes-5; Nays-0; Absent-1. Motion carried.

\$16,000 to be transferred from Patterson Lake to the Parks and Recreation General Fund. Patterson Lake will lose money in the future with permit fees, and will be absorbed by the General Fund.

MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the transfer. Roll call vote: Ayes-5; Naves-0; Absent-1. Motion carried.

\$340,000 to be transferred from the Future Projects Fund to Current Projects Fund. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the transfer. Roll call vote: Ayes-5; Naves-0; Absent-1. Motion carried.

\$276,500 to be transferred from the Parks and Facilities Replacement Fund to Current Projects Fund. MOTIONED BY: Scott Karsky; SECONDED BY: Jo Marie Kadrmas to approve the transfer. Roll call vote: Ayes-5; Naves-0; Absent-1. Motion carried.

\$200,000 to be transferred from the Parks Land Development Fund to the Current Projects Fund. MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve the transfer. Roll call vote: Ayes-5; Naves-0; Absent-1. Motion carried.

Executive Director Kramer said the amendments will be reflected on the year-end presentation after all amendments and fund transfers have taken place.

Park District Administrative/Project Plan (Attachment #6) - Executive Director James Kramer reviewed the administrative packet of information, he asked the board to go through it and it will be presented in final form at February's meeting. He also showed a draft of the capital improvement maintenance plan. He gave an updated infrastructure improvement project showing final project numbers. He showed the gravel parking lots/roadway project financial numbers saying we'll need \$42,645.04 funds. He said all are the final numbers except for the Game and Fish parking lot. He said he will present the redesign of the parking lot in February as well.

Grant Opportunities -

North Dakota Parks & Recreation (Attachment #7) - Executive Director Kramer reviewed a grant opportunity, requiring board approval before we can apply. He said it is Federal funds that are coming to the State with funds allocated to Park District's. We fall under Category B which is a \$3.5 million grant for population centers 15,000 and higher. Minimum grant award is \$25,000 with matching funds. We'll have to be careful how we prioritize the projects due to the scoring the State uses. Director Kramer asked for approval to apply for the North Dakota Parks and Recreation Park District Facility Renovation Grant. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Scott Karsky to approve applying for the grant. Roll call vote: Ayes-5; Naves-0; Absent-1. Motion carried.

North Dakota Department of Commerce (Attachment #8) - Executive Director Kramer said this grant is through the North Dakota Department of Commerce with funds going toward a Master Plan project. He asked for board approval. MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve applying for the grant. Roll call vote: Ayes-5; Naves-0; Absent-1. Motion carried.

Executive Director Report - Executive Director James Kramer said the next meeting will be held on February 14 and will include a year-end presentation.

Legal Counsel Report - Attorney Randy Sickler had nothing to report.

Adjournment - MOTIONED BY: Scott Karsky; SECONDED BY: Zach Keller to adjourn the meeting at 4:54 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President