

PARK BOARD MEETING
January 11, 2021

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 11, 2021 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the December 2 and December 14 meeting minutes. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve December Claims in the amount of \$561,977.35. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

TIMETABLE AGENDA

SPECIAL APPEARANCE – 4:15 PM – Downtown Dickinson Task Force – Zach Mathern from JLG Architects was present to speak about the Dickinson Town Square project. He gave a timeline update of the project saying the City hired them in late 2020 for this phase of the project. They started the schematic process that will be presented to the City Commission on January 19 and from now until June they will be finalizing the design and construction papers. Currently design is in progress and there are still opportunities to influence the design if the Park District wants to be involved. He reviewed the historical information of the project which began in the City's revitalization plan. He said the goal for town square is to be a flexible daily use space that can accommodate daily activities but also larger events as well. There are plans for a splash pad, play area, ice rink, and other fun activities for the community. Mr. Mathern went over areas that include entry and pavilion, play area, splash pad, turf areas, open plaza, stage and support building, patio seating, restrooms, and ice rink. They worked with the Downtown Dickinson Task Force for theming ideas, utilizing colors and shapes and materials of western North Dakota. He showed the location where American Bank Center is currently located that will become City Hall. He reviewed the entire site plan. He then showed the winter view of the site plan where they will insert a synthetic ice rink. There are opportunities for fire pits, Christmas displays and other winter activities. He then reviewed the size of each area and said the rink could accommodate approximately 84 skaters. He said they are looking at a manufacturer for a realistic dinosaur theme and activities for kids. For the splash pad options, they are leaning toward a natural style splash pad. He showed some conceptual renderings on what the area could look like. He said the City and downtown groups are interested in having partnerships within the area. President Scott Kovash asked about manning the area and who will do that. Executive Director James Kramer said we have had discussions on partnering but right now we are wondering if the Park Board is interested in being involved. President Kovash said he thinks we should partner with the groups and is a matter of what and how much. Commissioner Jo Marie Kadrmass said it is a smart thing to do to collaborate with other entities and it is exciting to have another opportunity to meet and recreate and she would love to see it become a reality. LoAnn Wegh from the Downtown Dickinson Task Force was also present and said what they are doing is taking each part and piece and identify who is involved. She said they have a good board of community members involved that are ready to work really hard on this and they are focusing on doing it right the first time. The plan is to have programming 268 days out of the year. She said this presentation is meant to open up dialogue and see where it progresses. President Scott Kovash thanked her and Zach Mathern for their presentation.

BUILDINGS/GROUNDS

Director of Buildings/Grounds Report (Craig Pearson) – Director Craig Pearson reported on facilities and said at the ice center the air handling units are down this week and are currently being fixed. He said they ordered a notification alarm system to put in for when the compressor shuts down. This will help us not have any down time for ice. Director Pearson then reported on maintenance at the community center. He said they are focusing on the steam room and sauna doing a fair amount of maintenance in those areas. He said the parks crew has been working at Patterson Lake mostly doing tree work, trimming, and removing old trees along with equipment maintenance. He also reported that it has been a struggle with flooding the outdoor ice rinks due to nice weather. They are flooding when night time temps are conducive to flooding. Director Pearson went on to report on the golf course, having a tree care company out there to remove stumps and getting a lot of tree pruning done. He said Sam Davis has

fertilizer set and ordered so we will be in good shape this spring. We are watering greens this winter saying it is critical to keep moisture on the greens this winter a minimum of once a week until we get snow cover.

RECREATION/FACILITIES

Director of Recreation/Facilities (Matt Mack) – Director Matt Mack reported that the community center is at 5,700 memberships which is about 1200 members lower than we were a year ago. He said starting on Monday we will do a 3-month membership special that runs through end of January; all 3 month memberships will be \$75. He said we will focus on 3-month memberships for now and will do another promotion this spring for annual memberships. Director Mack said there are swim meets this week and two at end of month. He said swimming lessons start this evening. He also reported on the Early Bird special for golf memberships is running until end of January. He reported working on golf course advertising, sending out letters to current advertisers to see if they are still interested and then will reach out to other companies if needed. He said they are also working on scorecard advertising as well. Director Mack then reported on recreational programs, saying that basketball started last week with futsal, curling and volleyball all starting this week. He said we are now allowing 100 people at public skate and there is the Rogina Cusic Tennis Tournament and Pat Fadden Racquetball Tournament in February.

BUSINESS/FINANCE

Approval of Pledged Securities (Attachment #1) – MOTIONED BY: Jo Marie Kadrmaz; SECONDED BY: Zach Keller to approve pledged securities. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

2020 Year End

Budget Amendments (Attachment #2) – Executive Director James Kramer reviewed the budget amendments. He said the auditors require us to amend any funds that were spent over the budgeted amount. These are all funds that we don't typically expect to spend funds. He reviewed each of the funds.

2020 Future projects fund – Crooked Crane Trail Phase 2 – \$0 amended to \$1675.72

2020 Parks and Facilities Replacement Fund – WRIC Improvement, Quality of Life Projects – \$0 amended to \$91,306.13

2020 Park Land Development Fund – Patterson Lake Land Conveyance Project - \$0 amended to \$53,416.50

2020 West River Expansion Fund – 8 of 10 year pledge payoff - \$0 amended to \$100,000

2021 Merit Fund – Director Kramer explained that we are re-appropriating dollars that were approved in salaries that we are not going to spend in 2021 so we are re-allocating to the merit fund for potential salary adjustments - \$0 to \$14,000. Commissioner Zach Keller asked why we would amend the merit fund now. Director Kramer said we are not amending because the budget is already there and will amend if it is overspent.

MOTIONED BY: Jo Marie Kadrmaz; SECONDED BY: Scott Karsky to approve the presented budget amendments. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Fund Transfers (Attachment #3) – Executive Director Kramer reviewed the suggested fund transfers:

\$50,000 to be transferred from Parks and Recreation General Fund to Patterson Lake fund;

\$380,564.35 to be transferred from the Parks and Facilities Replacement Fund to the West River Community Center Fund. He said total fund balance was \$2,562,629.30 and at end of the year they were \$2,472,308.60.

MOTIONED BY: Jo Marie Kadrmaz; SECONDED BY: Tim Daniel to approve the suggested fund transfers. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Resolution for Cafeteria Plan (Attachment #4) – Executive Director Kramer said this is the plan within NDPHIT that accounts for our flexible spending account, switching from TASC to Discovery Benefits. He said this is the legal plan that allows us to do pre-tax dollars for our flexible benefits. MOTIONED BY: Zach Keller; SECONDED BY: Scott Karsky to approve Adopting Resolution for Cafeteria Plan for our flexible spending accounts. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

2018/2019 Audits (Attachment #5) – Executive Director Kramer reviewed the 2018 and 2019 audits that we will need to approve. He reviewed the audit findings. Two findings are the segregation of duties and preparation of financial statements that are due to the amount of staff we have. He reviewed the letters from auditors as well as from the Office of the State Auditor. He said that the auditors will do our 2020 audit in April and May and will come to a Park Board meeting to give recommendations on changes. Director Kramer reviewed the modified cash that we currently do and compared to accrual. He said accrual is way more complex and we are already getting criticized for

segregation of duties so going to accrual will be difficult. He recommended approval of 2018 and 2019 audits. Discussion followed on the Board's role on day to day transactions. James said we could get some direction from the auditors on those type of invoices. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve the 2018 and 2019 Audits. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Executive Director Report (James Kramer) – Executive Director James Kramer had nothing new to report.

Legal Counsel Report – Randy Sickler had nothing to report.

ADDITION TO AGENDA:

Patterson Lake Transfer – Executive Director James Kramer received a transfer letter from Harmony Halverson to Steven Reynolds for Patterson Lake Site 8. He recommends approval. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Zach Keller to approve the transfer of Site 8 Patterson Lake Drive from Harmony Halverson to Steven Reynolds. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Adjournment – MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to adjourn the meeting at 5:07 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President