

PARK BOARD MEETING
February 10, 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, February 10, 2020 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: KC Homiston; SECONDED BY: Tim Daniel to approve the January 13 and January 31 meeting minutes. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Fong). Motion carried.

CLAIMS: MOTIONED BY: Scott Karsky; SECONDED BY: KC Homiston to approve January Claims in the amount of \$419,748.62. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Fong). Motion carried.

Special Appearances

4:05 pm – Sarah Carlson – Friendship Park – Sarah was present to give an update for Friendship Park which is the inclusive playground they are hoping to build. She said 2019 was successful for fundraising; with the \$200,000 from the Park District they are approaching \$800,000. They have been approached by some in kind donors, which includes engineering to visualize some different layouts and plans. She said they want to entertain some general drafts of ideas, knowing that that can influence the dollars they can bring in. She said the committee meets on a monthly basis and would like to have an input in the plans due to their fundraising efforts; she said they know that the land is park land and understands that the Park District will have ultimate say. Sarah asked if the Park Board has any advice or what the board thinks is the best way to put something more tangible on paper to plan ahead. She explained that in 2020 they would like to have the land surveyed to show the stakeholder's that this project is moving forward. She also said their fundraising goal is to get to the \$1.25 million in 2020. She went on to say there is a potential for a large grant but needs to be requested by a Park District and said some criteria that needs to be met are for a playground and accessibility standards. She said, more specifically is what they have planned for the bathrooms to be all inclusive, to take the accessibility above and beyond for our community. She said she will offer if the Park District is willing to submit the grant, she will write up the inclusiveness language. Executive Director James Kramer said we are to the point that we need to go out and start doing more design work and do an RFP for the engineering part of the site. He said there are some entities that want to donate in kind work that we need to work through but we need to get moving so we are not holding them up once the funds are raised. He said the grant is a federal grant, Land and Water Grant that has strict requirements but he thinks this project is appropriate. The grant is a 50/50 match with a minimum of \$30,000. He said the deadline is February 28; he explained the process involved. He said they will only grant projects in communities based on surveys from the needs of the community. Commissioner KC Homiston asked when they are hoping to start. Sarah Carlson said they will not start until the funds have been raised but this summer would be ideal. She said they have established an endowment that they will have money to be used on an annual basis if there is a need for maintenance. Attorney Randy Sickler said he will look into the RFP process and bidding regarding in kind donations. Sarah also said with specific regard to the playground equipment, she would like her committee to be involved in that part of the project. She said with engineering, to have the layout is helpful to visualize what the space will look like. She said Apex is the engineering firm who has offered to do in-kind work. Director Kramer said the end result will be that the Park District takes over and we are getting close to that point. Sarah said her committee will hold on to the endowment dollars to use for something specific to accessibility options in the future. Director Kramer also stated that Verizon has been issued a special use permit for that site and so they will be building a road to their site this year. He said the road is a hard surface and the City has put in requirements they need to meet. Park Board President Scott Kovash said it is time to start moving and get the ball rolling. Discussion followed on the engineering and playground layout. Director Kramer said normally the engineering company does a site layout and the playground company does the playground rendering. Sarah said the engineering is helpful for the playground layout. She said their goal is to have a visual to help with fundraising. Commissioner KC Homiston commented that in the past we dealt with issues at the ballpark with in-kind donations and it works better to have a straight donation. Director Kramer said we could put out an RFP pretty quick with a 7-10 day turnaround. President Scott Kovash thanked Sarah Carlson for her update.

Buildings/Grounds

Capital Improvement/Maintenance Plan – Project Workshop – Director of Buildings/Grounds Craig Pearson reported that from a past meeting they presented the capital improvement/maintenance plan and now the document is final. He said they would like to set up a project workshop for Wednesday, February 26, 11:00 am to 1:00 pm to go over projects they want to do immediately and in the future. President Scott Kovash said he thinks it is a good move to keep everyone on board and involved. Executive Director Kramer said we will put out a financial picture and get some input from the board in prioritizing.

Director of Buildings/Grounds Report (Craig Pearson) – Director of Buildings/Grounds Craig Pearson reported on facilities; they finished replacing windows in lap pool, 19 new windows were replaced, a lot have been compromised and failed over time. He said these windows should be good for another 20+ years. He reported that staff has replaced 22 florescent lights with LED lights which is part of ongoing replacement of florescent lights. He said they met with a bleacher company; have had issues with bleachers at the ice center and the lap pool. He said the failure had a lot to do with the bleachers being old and wore out, there isn't much they can do to replace parts. He said the long term plans should be to replace. Director Pearson commented that the bleachers in the lap pool are due to humidity, they feel they can do the maintenance on those and they will be okay but will take extra time and energy. He then reported on park maintenance, saying the staff has been doing construction; finished up storage building at veterans pavilion along with fascia and eaves. They also finished up at pro shop, installed new carpet and ceiling panels. He said they did a great job and created a changing room as well. He said they are now finishing up the new offices at the admin office, created a new office and renovated another to create more space. Lastly, Director Pearson reported that the golf course staff has been busy preparing for upcoming season.

Recreation/Facilities

HRGC Promotions Update – Director of Recreation/Facilities Matt Mack gave an update on early bird promotions. He said there was 130 season passes purchased in January compared to 134 in 2019 and only had one person take advantage of the new payment plan option. Commissioner KC Homiston asked about the fee increase. Director Mack said every couple of years we review our fee schedule. Executive Director James Kramer said it is also tied to the budget process and said the fee review involved a comparison of other golf courses in the state.

Use Agreements (Attachments 1-5) – Director of Recreation/Facilities Matt Mack reviewed the following use agreements:

Mustang Baseball Club Use Agreement – Updated dates of April 1, 2020 to March 21, 2021. MOTIONED BY: Scott Karsky; SECONDED BY: KC Homiston to approve the Mustang Baseball Club Use Agreement. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Fong). Motion carried.

Mustang Baseball Club Concession Lease Agreement – Director Mack said this is a new agreement to help with responsibilities of both parties. MOTIONED BY: Tim Daniel; SECONDED BY: KC Homiston to approve the Mustang Baseball Club Concession Lease Agreement. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Fong). Motion carried.

Dickinson Diamonds Use Agreement – Updated dates to April 1, 2020 to March 31, 2021; and updated field prep fee to \$12/field. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the Dickinson Diamonds Fastpitch Softball Club Use Agreement. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Fong). Motion carried.

Dickinson Diamonds Concessions Lease Agreement – Updated dates of April 1, 2020 to March 31, 2021. MOTIONED BY: KC Homiston; SECONDED BY: Tim Daniel to approve the Dickinson Diamonds Concessions Lease Agreement. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Fong). Motion carried.

Dickinson Baseball Club Use Agreement – Updated dates of April 1, 2020 to March 21, 2021 along with \$12/field prep for Coke Field and \$6/field prep for Astoria Field. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve the Dickinson Baseball Club Use Agreement. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Fong). Motion carried.

Director of Recreation/Facilities Report (Matt Mack) – Director of Recreation/Facilities Matt Mack reported on memberships at WRCC being at 7211 total. He said we haven't been at this number since 2015. He said the month of February will be a busy month with multiple tournaments, basketball tournament, tennis tournament, racquetball tournament, along with Beat the Winter Blues and Date Night events. Director Mack also said the community center has a new app that will be released by end of month. He said it will be a more efficient way of communicating and will be a nice tie in with everything we have to offer. He said the app was provided to go along with the Matrix install so we are not paying for anything associated with it.

Business/Finance

Approval of Pledged Securities (Attachment #6) – MOTIONED BY: KC Homiston; SECONDED BY: Scott Karsky to approve the pledged securities. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Fong). Motion carried.

December Financial (Attachment #7) – Executive Director Kramer reviewed the revised financial statement for December and recommends approval. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve the December Financial Statement. Roll Call Vote: Ayes-4; Nays-0; Absent-1 (Fong). Motion carried.

January Financial Statement (Attachment #8) – Executive Director Kramer reviewed the balance sheet for the month of January with all fund balance transfers taking place. He said we received the Quality of Life payment from the City that is part of an annual payment each year.

Executive Director Report (James Kramer) – Executive Director Kramer reported he will be in Jamestown for NDRPA meetings. He said the North Dakota Parks and Recreation will be lobbying to attach Park Districts to be included in dedicated state funding; trying to collaborate and see if we can get access to some of that money. Discussion followed.

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

Adjournment–MOTIONED BY: KC Homiston; SECONDED BY: Scott Karsky to adjourn the meeting at 4:46 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President