

**PARK BOARD MEETING**  
**April 13, 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, April 13, 2020 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: KC Homiston; SECONDED BY: Brad Fong to approve the March 9 meeting minutes. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve March Claims in the amount of \$417,897.54. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

**BUILDINGS/GROUNDS**

DHC, Inc. Project Request (Attachment #1) – Executive Director James Kramer gave an update and said after last month's hockey club presentation, one thing that came up was that it seemed a little short sided when there are other things they would like and maybe we could take this a step further to possibly hire someone to take a look at the entire site and see if there are other things we could do rather than focus on just the one area. He said we will reach out to JLG to see if they would put together a meeting to talk about possibilities. He also said Dallas Kuntz wants to make sure we know that the club wants that area for off-ice training regardless of where this goes. James said he doesn't think we need to make a decision on the training room now but instead to take the first step of researching other avenues of expansion. Park Board President Scott Kovash agrees and doesn't see a reason to make a decision today. Commissioner Brad Fong asked if there will be a cost involved to us or if the Hockey Club is going to fund bigger projects. Director Kramer said there hasn't been anything put on the table as to costs involved. Commissioner KC Homiston said he agrees with James and thinks the Hockey Club should pay for any research costs involved with JLG. He said they will need to spend more money to really find out what the possibilities are; he said he doesn't want to spend Park District money. President Scott Kovash said if we give the go ahead it doesn't solve their problems and that we should look at the bigger picture. Commissioner Tim Daniel said he would like the opportunity to go over to the ice rink and look at the project and said he agrees with the path to look at other opportunities as well. Director Kramer said to have a conversation with JLG who has ice background and go from there. President Kovash said he thinks we'll have to put up some money for that, it is our building and we share the costs involved. Director Kramer also provided a spreadsheet of youth hockey participant numbers, along with indoor rinks in other cities in North Dakota and the Hockey Club's ice time usage. Commissioner Scott Karsky also commented that Williston is opening up another rink as well. President Scott Kovash said we should move forward.

Director of Buildings/Grounds Report (Craig Pearson) – Director Craig Pearson reported that in the facilities, we are doing clean week/month. He explained that rather than close again in August, we'll do it now during this closure. He said they aren't using any outside help, just our maintenance staff and office staff as needed. He said when they are done at WRCC they'll do the ice center and move on to the Veterans Pavilion and Heart River Retreat. Director Pearson then reported on parks and said they have built two new shelters at Crooked Crane Trail, boat launches go in on Wednesday and finishing new office in admin area. He said at the golf course, the plan is to open on Friday, maintenance will be pretty minimal before opening. He reported that to open we'll have a really small crew just to get the course open and use parks staff to help. Golf Superintendent Sam Davis has been working mornings and is doing really good. He thinks the course will open in good shape. Commissioner Brad Fong asked about hiring. Director Pearson said we have postponed the hiring. He said they will need to bring in seasonal guys on a part-time basis to start and then once it warms up and getting into the season we'll have to bring more people back on. He said it will be a minimal crew. He also said they'll use foam in the holes so the ball doesn't go in to the cup.

**RECREATION/FACILITIES**

Director of Recreation/Facilities Report (Matt Mack) – Director Matt Mack reported that we launched the WRCC Fitness app and have a number of people using. He said that we are advertising group fitness classes and offering

online through our Group Fitness Facebook group along with exploring other options to bring programs to the public. He said Program Supervisor Alissa Karsky is doing an arts and crafts video online and will do once a week on Tuesdays and there are fitness challenges ongoing as well. He commented that the online group fitness classes are seeing at times 40-60 people participating in those virtual classes. Director Matt Mack said this time has allowed us to plan for a lot of rainy day projects; they are putting together training procedures and lesson plans, doing inventory on supplies knowing we may have a budget shortfall. He said they also started working on the fall and winter activity guide. He said there are several staff that are working more than once per week to help clean. Director Mack also provided operational procedures for the golf course; he said the main thing for golfers is they will have to call and make a tee time and pay before they go; we won't allow walk-ins. If they want to rent a cart, we'll limit one person per cart or if there is a couple that live in same household we'll allow one cart for both. He said they are doing 15 minute time slots for tee times to help with spacing golfers out and there will be foam going into the cup. He said all of these recommendations came from the PGA. He said he called to five other courses in the state to see what they are doing which is similar to our procedures. He said the clubhouse will be closed and they will be putting porta potties out on the course that will be cleaned several times per day. He said the goal is to limit contact with patrons and our staff. Discussion followed.

## BUSINESS/FINANCE

Approval of Pledged Securities – MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve the Pledged Securities. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

March Financial Statement – Executive Director Kramer pointed out because of the shutdown the financial is skewed, revenues at community center were in hand for March but missing daily and new memberships. He said in April we'll get a deeper analysis on how this affects our financial. When you look at 2020, the net income is down \$100,000 from last year in the same month. He said at the community center we are \$75,000 off, same time a year ago. As we get into April and May we'll be able to give some ideas on how to recoup some of these dollars. Commissioner Brad Fong asked what we are doing with memberships with the shutdown and what we can do to retain members. Director Kramer said that was the initial question the first week and we put together a plan that anyone who has a 1 month, 3 month membership or paid in full annual, we will extend for the period they lost. For annual memberships that are on installments, all billing has been frozen and no new billing will take place until re-opening. For payroll deduction, we asked corporates to stop deducting. He said where we are nervous is how many will want to cancel when we reopen because of the virus. Commissioner Scott Karsky asked how we are handling part time employees. Director Kramer said we have four or five part time employees working and the rest have all been frozen. We are re-allocating full time staff to different areas to help where needed. Commissioner Fong asked if we have seen Federal or State assistance that could apply to us. Director Kramer said there is a weekly phone call with the Governor and League of Cities. He said government agencies were left out of a lot of Federal or State aid. Most cities and park districts will have lost revenues, not necessarily expenses. He said we'll continue to see where it takes us. Commissioner KC Homiston asked if we reached out to members to possibly ask for their membership to not be reimbursed if they weren't directly impacted financially by the closure. Director Kramer said we have not thought of that, but we'll need to have discussions on any lost revenue protection. Discussion followed.

2021 Budget Process (Attachment #4) – Executive Director Kramer reviewed an overview of the mill levy history. He said they decided to take advantage of down time to start on the budget process. The biggest thing is the re-assessed value of property, the City has since pulled that back and the value of the mill will be affected by that. He said we are starting out at \$119,000,000 and see where that goes. We'll do the numbers to see what increase there is in new growth.

Engineering RFP (Attachment #5) – Executive Director Kramer provided an overview of firms that submitted an RFQ for Engineering Services. He said we had six firms submit with some firms that prioritized projects. He said he thinks we should take a pause on this and put together a plan after we know where the budget stands; possibly at the April roundtable or May meeting. He reviewed the dollars in the funds with the most difficult one being the Park District Infrastructure. Just because of where we are at and from what has happened since we put out the RFQ, he thinks we should take a pause.

Election Update – Executive Director Kramer said there are four candidates that turned in petitions. There is a forum on May 14 with the candidates and we'll have our re-organizational meeting on June 26 with July 13 being the first meeting with new Park Board members.

Covid-19 Update – Executive Director Kramer gave an update on our Covid-19 procedures. He said March 16 was the first day of our closure. We put a spending freeze of anything over \$500 and did a seasonal and part time staff freeze other than a few key positions. He said that is one of our fears that we will need to go through a hiring process at the last minute for seasonal positions and will do the best we can to be ready to go. He said there are a few programs that we'll need to go back and finish that we were in the middle of when we closed, otherwise all spring programs were all cancelled and hopefully we will be able to start summer programs on June 1. He also said we shut down all facilities and put into sleep mode to be as efficient with building utilities as much as possible. We recently closed the playground structures due to CDC recommendation. We continue weekly conference calls with ND League of Cities and NDRPA. Director Kramer also reported that we've had three employees that were symptomatic and had to be tested with all coming back negative. We continue to have all full-time employees working Monday through Thursday with everything closed Friday, Saturday and Sunday. Commissioner Scott Karsky asked about the kayak launch. Director Craig Pearson said we will put out the kayak launches. Commissioner KC Homiston asked if the golf course will be the only revenue source. Director Kramer said yes along with our tax base. Director Matt Mack said we took registration for adult leagues, softball and golf. Currently there is a lot of conversation about summer programs, like baseball clubs. Director Kramer said we'll see what happens with user fees with those clubs. Director Mack said all registration for summer leagues and programs will stay the same and we'll make adjustments as needed. He said we want to provide something, possibly a shortened season and may do some pro rating of fees. Director Kramer said we'll have to think outside the box, possibly look at other options with leagues. He said fishing piers are not allowed to be out, but boat docks are allowed. President Scott Kovash asked Director Kramer to explain the half cent sales tax. Director Kramer said the half cent sales tax was put in place to fund the construction and any subsidy that is needed for the West River Community Center. He said if we are up and running in mid may, he thinks we'll be ok. Discussion followed.

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

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

Adjournment – MOTIONED BY: Brad Fong; SECONDED BY: KC Homiston to adjourn the meeting at 5:02 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

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Clerk

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President