

**PARK BOARD MEETING**  
**April 30, 2020**

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Roundtable Meeting at 8:15 am, Thursday, April 30, 2020 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, Tim Daniel, Scott Karsky, Brad Fong and KC Homiston. 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.

Title VI Non Discrimination Policy – Executive Director James Kramer said we are working on this in conjunction with City of Dickinson for the Federal grant for Friendship Park. He said if we get selected to final stage we will have to have this policy in place. He said this is a \$450,000 grant through the federal government with our match of \$200,000 plus the City's \$250,000. He recommended approval and explained each of the Title VI documents required. MOTIONED BY: Brad Fong; SECONDED BY: Scott Karsky to approve the Title VI Nondiscrimination Policy. Roll call vote: Ayes-4; Nays-0; Absent-0. Motion carried.

ND Smart Restart Update – Executive Director Kramer reviewed what the State guidelines are for the ND Smart Restart. He said he was selected to sit on the Governor's committee which became very helpful throughout the process. He said the first thing they put together is the Standards for All Industries with most being the CDC and ND Health Department standards that we have to follow. The next set of standards is specifically for fitness centers. This is Phase I and they will put out Phase II in the next few weeks which will explain if these can be lessened and will also address large gathering ticketed events and our summer programs. He said as of yesterday these were included in the Governor's Executive Order and these are all statutory. He reviewed gathering size, physical distancing, workplace activity, personal protective equipment (PPE), hygiene and cleaning and special measures. Director Kramer said we took these guidelines and put into our own smart restart plan. He also said there is a workplace assessment for Covid-19 which is an assessment to help us meet all of these procedures. He then reviewed the smart restart plans for the West River Community Center. He said we have staff committees in place for all areas of parks and recreation and facilities, 5 committees to help manage the guidelines. He said we need to have appropriate signage outside, lobby/control desk and throughout the facility. For our staff we have to provide proper PPE, give training on new facility guidelines and give staff a reference sheet with duties and FAQ's for staff to help answer questions to the public. He said we will have sanitation stations throughout the facility and close all areas of congregating, lobby, classrooms and public computers and will remove seating benches and bleachers. He said we will close tanning, playground, daycare and golf simulator; close pools, hot tubs, steam room and sauna and close men's and women's locker rooms. He said we will have express lockers available and the family changing rooms. He said we will also close the group fitness studios and move cycling classes to the MAC if we are allowed to. Other group fitness classes will take place in gymnasium and outside when possible. For courts, we will keep open but only allow 2 people per hoop; singles only for racquetball, tennis and pickle ball but will not provide any equipment or balls. For cardio areas we will space out equipment or turn off every other piece and cover every other piece of selectorized weight machines. Director Kramer said the free weight area is challenging and we will heavily rely on users to help keep that area safe. We will do constant cleaning during the day and we'll ask our patrons for assistance as much as we possibly can and will use our night cleaning crew to do deeper cleaning. Our staff protocol will be shift check-in, temperature and questionnaire for all employees; provide sneeze shields/ppe and will operate normal days and hours of operation. We will start with a soft opening to monitor traffic flow and patterns; evaluate and initiate change rapidly when necessary; children under the age of 12 will be allowed in the facility from 4:00-10:00 pm only unless w/ adult. We talked about doing specific senior hours but the state is recommending vulnerable individuals not to use the facility so other facilities are scaling that back. We are not going to reinstate memberships and fees until after we see how things go. He explained that we don't want it to turn into a free use facility but it is hard for us to charge members and daily patrons when all areas are not available. He said we don't have this figured out yet. He said none of these are set in stone and are open to discussions. We are not ready to open Friday morning; at earliest we will be ready Monday morning. He said first and foremost we need to provide safety for our staff and patrons; we will have issues if we have positive tests start to roll in. He said if you have a positive test, you have to shut down and clean but doesn't think it will be difficult in the facility but will be very traceable if we have a staff member that tests positive. He explained that if we have a positive, all staff will have to

quarantine for 14 days and we have to do whatever we can to prevent that. He said he wants to hear what the board thinks. Commissioner KC Homiston commented and said we did an incredible job and so much material has been covered. He asked about the children under 12, he said he's fine with the time but wondered about how we came up with that. Director Kramer said we used the school day as a guideline and through conversations around entire state. Commissioner Brad Fong also said we have been doing a great job and asked what we are doing with outdoor parks. Director Kramer said the parks are open but playground structures are closed but was a recommendation from CDC not a requirement. He said we do not have a plan to reopen them, we do not have the staff to clean the structures and there is a lot to consider. Commissioner Tim Daniel asked about violations and a potential fine. Director Kramer said the Governor says it is enforceable and is a \$1,000 fine when not followed. Commissioner Daniel asked who that is charged to. Director Kramer said if we are not following the guidelines it is to us; but as far as a patron, he doesn't know. Attorney Randy Sickler said it is unclear to him whose call it is to decide who is not enforcing. Commissioner Daniel said at the lake it is a crowded place with groups, are we responsible or liable for that enforcement. Attorney Sickler said he doesn't know what the answer is but his thoughts are if we are following our guidelines and taking reasonable steps we are fairly safe. He said the monitoring follows initially on our staff but he said there is a point where you may need to contact law enforcement. Commissioner Daniel said the dog park is a problem and he is concerned that we may be responsible. He also asked when we are starting charging of fees at Patterson Lake. Director Matt Mack said Patterson Lake will open on May 11 to start charging fees. Commissioner Scott Karsky asked about guidelines signage. Director Kramer said there is signage that is required by the State and we will provide our own for specific areas. Commissioner Karsky asked if we could do announcements over the PA during the day for reminders. Director Mack said that is definitely doable. Commissioner Homiston asked about members and users for the soft opening. Director Kramer said we are still trying to figure that out but we don't want to burden the control desk staff right away; when they come in we'll want to verify their member status and then possibly charge daily users, but don't have a solid process in place yet. Commissioner Scott Karsky said we'll want to identify all people walking in the doors for liability reasons. Discussion followed on tracking of members and daily users. President Scott Kovash said he thinks we should charge non-members. Director Kramer said we may charge a flat rate. He said Williston is charging both members and non-members \$3 when they come in the door. Director Kramer said we have to keep in mind that we have 2 weeks in March that we owe to monthly paying members. Commissioner Fong asked about our limited access, what will our fee be. Director Kramer said we will want to keep the fee low because of limited access. He said the vast majority of our users are cardio/weight users which we still have open but he doesn't think we will hit our capacity. Commissioner Brad Fong said he is in favor of keeping it simple until we can re-evaluate. Director Kramer said if we use the golf course as a model, it has worked really well. The golf course will open fully this weekend with pro shop open with specific limits. President Scott Kovash asked about office staff. Director Kramer said we haven't solved any debates on how to handle protecting our office. He said the majority of office staff is in contact with the public. He said the City/County work in shifts on staggered days. President Kovash said this is amazing what we have accomplished in a short period of time and he said enforcement will be a challenge. Director Kramer commented that we will do a full staff meeting this morning and for maintenance, all areas are ready. He also said we knocked utilities down from \$24,000 to \$11,000 during this closure time and we'll continue to do our best with that.

New/Old Business – Executive Director Kramer said the next meeting will be May 11. He said he is working with Sara Turner to get a May financial done and will be able to have a revised budget for the rest of the year.

Adjournment – MOTIONED BY: Scott Karsky; SECONDED BY: KC Homiston to adjourn the meeting at 9:05 am. Upon vote, all aye. Motioncarried.

PREPARED BY:

APPROVED BY:

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Clerk

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President