

PARK BOARD MEETING

May 11, 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, May 11, 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: Brad Fong; SECONDED BY: Tim Daniel to approve the April 13 and April 30 meeting minutes. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve April Claims in the amount of \$471,861.61. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

SPECIAL APPEARANCE – YEARS OF SERVICE – Leah Hoenke – President Scott Kovash presented Administrative Manager Leah Hoenke with a 25 years of service award.

BUILDINGS/GROUNDS

WRIC Master Planning / JLG (Attachment #1) – Executive Director James Kramer explained the agreement with JLG. He said the Dickinson Hockey Club and Park District have had several phone calls with JLG Architects and that the agreement consists of three informational meetings to help us document goals and objectives of a master plan for additions and renovations at the West River Ice Center (WRIC) for future planning purposes. He said JLG will do preliminary floor plan diagrams and site plan. He said the cost for the work is \$17,500 and recommended that the West River Ice Center Improvement Fund is a good place to use that money. His recommendation is to approve agreement contingent upon the Hockey Club wanting to use those funds to pay the fee. Commissioner Brad Fong asked what does this do to the space they want for off season ice training. Director Kramer said ultimately they will come back and ask us to move forward with that project. President Scott Kovash said this is a necessary step for us to move forward. Director Kramer said the timeline is May-June, and hoping before they start summer ice that we'll have a good plan. MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to approve the JLG proposal contingent upon Dickinson Hockey Club's agreement to pay the \$17,500 from West River Ice Expansion Fund. Roll Call Vote: Ayes-4; Abstain-1 (Homiston); Nays-0; Absent-0. Motion carried.

Patterson Lake Conveyance Update – Executive Director James Kramer said we have been working with Bureau of Reclamation on this conveyance process. He doesn't think we will hit the target date of June but possibly have the process wrapped up by July 1. He said we are starting to see a lot of reports that they are close to wrapping up the agreement. On Friday, we sent the cabin owners a checklist of what they need to accomplish before they can purchase their land. Director Kramer said he believes we are going to make some ground up over next couple of months. He also said we are getting an engineering firm started on process which will help to speed things up.

Director of Buildings/Grounds Report – Director of Buildings/Grounds Craig Pearson reported now that facilities are open and the staff is working on getting the indoor pools open and we will be ready once we get the go ahead. He also said the staff is working on getting the outdoor pool ready to open on target date of May 29, as well as busy with landscaping around the facility grounds. Director Pearson then reported that the flooring is complete at the ice center in Charbonneau rink and should have new glass installed soon. He said in the parks there is a big push to get all irrigation up and running and as of today, all up and running and will be active on Friday. He said Manager Scott Mack is at half crew right now – has everyone out mowing. At the golf course, they are using half crew and focusing on upcoming weekend. He said this week we'll start spraying the broad leaf weeds and start fertilization program on fairway and greens and the irrigation system is up and running. Commissioner Tim Daniel asked what our plan is for Fairway 5 this summer. Director Pearson said he was out to look at it on Friday and we'll try to pick up where we left off last summer and try to be more intense to get it back this season. He said we really struggle with the water table there; he's never seen such difficult conditions to grow turf grass. He believes we can get it done and are working on additional procedures moving forward. It will be a stretch that it will be perfect this year but said he feels confident we'll get there, but will take some intensive management on a daily basis. Director Pearson also said we want to get on 14 to see if we can get that project completed too. Commissioner Scott Karsky asked what our

plan for July 15 is if we still can't get 5 where we want it to be. Director Pearson said by end of season if we can't get the fairway back we'll have to go to plan b and he doesn't know what plan b is but we'll have to have discussions. He said discussions have been to turn that area into water and said we will need a long term plan. Discussion followed.

RECREATION/FACILITIES

Director of Recreation/Facilities Report (Matt Mack) – Director Matt Mack reported on WRCC membership update, he said at the end of April we had 6,780 memberships and in February we were at 7,505 which was our highest. We've seen a lot of cancellations since then. He said since we reopened the average is about 250 users daily, and said we don't have any group fitness classes or pools which makes a difference in usage. Director Mack said we will be starting group fitness classes and have been offering them outdoors as well. He said we are taking advantage of outdoors as much as we can and move inside the MAC gym for weather issues. He said he's still waiting on a green light from the Governor for certain parts of the facility which are pools, locker rooms and daycare. Director Mack then reported on golf course saying things are going well; he updated the Board on season passes at 436 members, they are up compared to last year at this point. Rounds were 1,053 at end of April compared to 1,375 last year in April. He said we are averaging 120-150 rounds on the nice days with some days completely booked. He said the Pro Shop is open, allowing 4 people in at a time. The restaurant is open with limited menu and their beverage cart. Director Mack also reported that Patterson Lake opened today, modern and primitive camping and visitors booth. He said the area has been a very popular place during the pandemic and we opened the visitors booth about a week earlier than we typically do. He then reported on recreation and programming, saying that the plan is to stick with normal start dates with exception of Softball League which was due to start today, we pushed that back to June 1. He said Golf League starts the end of month, May 27, we'll stick with that date along with Sand Volleyball starting on May 24. He said for softball we are only down 3 teams; golf league down 3 teams; sand volleyball down more than we would like, at 8 teams compared to 14 last year. Commissioner Brad Fong said he used the Crooked Crane Trail and it looked really good and was pretty clean. Director Matt Mack said our caretaker does a good job. Discussion followed.

BUSINESS/FINANCE

Approval of Pledged Securities (Attachment #2) – MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve pledged securities. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

April Financial Statement (Attachment #3) – Executive Director James Kramer provided the balance sheet through the end of April. He said we had good intentions to have a revised budget but are not able to finish until we know when our revenue will pick up in order to forecast better. He said in a perfect world, if Governor opens things back up, we would start billing monthly EFT's for WRCC on June and at that point we'll have a better understanding. He thinks it is best to wait it out to be able to forecast better. He said that having WRCC and golf course open helps. Commissioner Scott Karsky asked about the WRCC fund. Director Kramer said expenses year to date is down and revenue is down \$365,000. He also said for the General fund revenues are lagging, we are still getting State Aid but won't see how bad that is until July.

Engineering RFQ (Attachment #4) – Executive Director James Kramer gave an overview of the RFQ projects for engineering services. He said they spread them out to not give one firm all projects. He said the recommendation is to select firms now but not approve until we know we have the money to complete the specific projects. He recommends the following: Park District Infrastructure to Highlands Engineering who has done the last two projects, project will be on hold; Friendship Park to Apex Engineering, they have done a little work with that committee already; Patterson Lake Land to Houston Engineering for introductory phase of the project. Director Kramer said we have the conveyance, PUD, surveying, appraisal and sale component involved. He said Craig Kubas, City Engineer is willing to help out and he will take him up on that. Director Kramer said we will need to take action on Patterson Lake Land because we are ready to roll with that project; we'll need Board approval on that selection. MOTIONED BY: Brad Fong; SECONDED BY: Scott Karsky to approve Houston Engineering for Patterson Lake Land Conveyance Project. Roll Call Vote: Ayes-4; Abstain-1 (Homiston); Nays-0; Absent-0. Motion carried.

Vision 2020 / CAPRA (Attachment #5) – Executive Director Kramer gave an overview of completed tasks from Vision 2020. He said staff orientation/training/communication is complete – we developed an employee orientation process; initiated quarterly all-staff meetings; encourage individual development and participation in programs, events and facility usage is all complete. He reviewed the Policies and Procedures component and said most in that

category are completed with the exception of in progress items of park ordinances, part-time employee policy and procedure manuals, out-source work opportunities and increase revenue through grant writing, foundation and sponsor/donor plan, all in progress. Director Kramer said that for the Security and Safety, we are in the process of implementing the emergency action plans for facilities – he said Director Matt Mack has done a great job working with the ND Safety Council to get the emergency action plans for facilities. He said Risk Management is also in progress. He said the goal is to wrap up the Vision 2020 plan by beginning of summer and then focus on the CAPRA process. He said our Accreditation application has been approved and we will move to the training phase. He said we will apply for the NRPA Gold Medal in 2021.

Covid-19 Update – Executive Director Kramer gave an update on Covid-19. He said we have used a three pronged approach with facilities that are opened. We are refining our operations to make sure we are taking care of our patrons the best we can. Next is for programs, we identified that we will plan according to original programming dates; he said most Park Districts are following that same trend. He said he is waiting on guidance from the Governor on larger events such as bandshell concerts and tournaments, etc. He said we think there are still ways we can make the golf tournaments work without comprising guidelines. President Scott Kovash asked why can't we open pools, that's the question he gets the most. Director Kramer said that is something that the Governor has put into place and we'll need to wait for him before opening.

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

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

Adjournment – MOTIONED BY: Scott Karsky; SECONDED BY: Brad Fong to adjourn the meeting at 4:44 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President