

PARK BOARD MEETING

July 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, July 13, 2020 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve June 8 and June 26 meeting minutes. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Scott Karsky; SECONDED BY: Zach Keller to approve June Claims in the amount of 793,465.19. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

BUILDINGS/GROUNDS

Director of Buildings/Grounds Report (Craig Pearson) - Director Craig Pearson reported the repairs and sealing of the lap pool and leisure pool. The lap pool is now ready for new dive boards to be installed. He said this past week the ice compressors were rebuilt; finished Saturday and Sunday night started making ice in Cornerstone rink. He also said the guys from Langdon Curling came in and will layout the curling lanes and we'll be ready for skating by Wednesday. Director Pearson then reported on parks maintenance saying that Scott Mack's crew has been busy with irrigation going down in Leisure Park soccer fields but is all back up and running. He said they are picking up branches after the storms, no damage but a lot of branches to clean up. There is still quite a few diseased or dead trees to remove – will be an ongoing thing and with all the rain the guys are busy mowing in all the parks. Director Pearson also reported on golf course maintenance and said after the recent storm, they had to close the back nine on Wednesday due to all the tree damage and were able to open up that evening. He said there are a lot of trees left to plant at the course and removing of old. He said they removed trees from 14 and will do two more from 7. He also said that Sam Davis has been working on doing more sand traps and with the warmer weather the greens had some hot spots, localized dry spots but nothing uncommon due to hot weather conditions. He said they took the spiker out and spiked all the greens and keeping up with wetting agents. Commissioner Scott Karsky asked about the dead trees, what is the status of removing. Director Pearson said a lot of trees weren't dead last year when they were all marked. He said some we waited to see if they would recover and some did not; now we will try to do removal with our own personnel but will have to bring in the tree company to help remove this fall. He said that as long as we are diligent with planting new trees we will be good. He said the City Forester has been involved and gave recommendation on trees we bought. He felt the trees we purchased were ones that would do the best at the course. President Scott Kovash asked about the ice compressor and what the cost was to rebuild. Executive Director James Kramer said it was around \$25,000 that is paid out of Capital Betterment.

RECREATION/FACILITIES

Director of Recreation/Facilities (Matt Mack) - Director Matt Mack reported on membership numbers saying we are at 7,003 memberships. He said numbers look good but we are still going through motions of the Covid shutdown. He said we are averaging around 500 people per day using the community center and at outdoor pool averaging around 300 per day. He said we increased our capacity up to 400 and have not seen any capacity issues since we upped it. Director Mack then reported on golf course season passes sitting at 530 compared to 519 end of June last year. Driving range is at 63 passes compared to 59 last year and said financially the golf course is looking good. He reported golf rounds being 3857 rounds, compared to 3988 last year and said most likely that is due to us having 12 minute tee times. He said the golf course has been really busy with booked tee times. He reported the Club Championship is next weekend, added new divisions this year to encourage more people to golf in it. He said there is a half week left of golf academy and added a new PGA Junior League this year that had 19 signed up for first year. Director Mack reported on Patterson Lake and said we are still seeing a high amount of traffic, sold 128 more passes than last year—380 to date. Daily passes are up as well, to date we are 1400 more than we sold last summer. Campground has been busy and booked most weekends. Blue green algae is at an advisory for now. He also said that July is National Parks and Recreation Month and we are offering free events – Bandshell concerts every Tuesday, Patterson Lake Beach Party, WRCC free admission this week Thursday, Optimist Park Party in the Park on July 30 and free golf rounds at golf course. He said this is the busiest time of year for rec sports. He reported that we started a new Intro to T-Ball for 4 year olds and had 47 enrolled; t-ball is at 133 for 5-6 year olds. He said that in all programming we are equal or more enrollments compared to last year. For adult softball we had 51 teams in this past weekend's Miller Lite Tournament and offering a new Friday Night Lights Softball Tournament this year. Director Mack said this fall we will have a challenge if we are unable to use the high school gyms; right now it is up in the air on whether we will be allowed to use those gyms. We may need to get creative on gym usage and we are working on a proactive plan. Commissioner Jo Marie Kadrmas asked about staffing at the pool. Director Mack said this year we have had no issues with staffing at the pool, has been going really well compared to previous years. Commissioner Zach Keller asked how many teams are signed up for the new Friday Night Lights tournament. Director Mack said right now only 6 signed up but hoping to increase.

Approval of Pledged Securities (Attachment #1) – Executive Director Kramer gave an explanation of the pledged securities and said this requires Park Board approval each month. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Scott Karsky to approve the Pledged Securities. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

June Financial (Attachment #2) – Director Kramer said he will cover the June financial statement during the quarterly update.

Quarterly Update – Executive Director James Kramer gave a presentation on the year to date financial picture comparing 2018-2019-2020 as of June 30. He reviewed the 2020 fund balances totaling \$3,686,716.82. He reviewed each of the funds. He gave a 3 year snapshot for the General Fund and said the net should be up closer to a million dollars but after the spring shutdown we are at \$826,193.99. He reviewed individual line items within general fund showing West River Ice Center lost revenue due to some of our large spring rentals being cancelled, those are good revenue sources for us. He said revenue is down, off about \$17,000 from a year ago. Director Kramer reviewed golf course and said we are seeing record revenues this year, sitting in a positive balance for the end of June, showing great numbers at the course. He then reviewed WRCC numbers with the revenue side down quite a bit compared to previous years. He said the vast majority is due to shut down but thinks by end of August we should start to balance out and right now we are in a negative number and haven't seen that since we opened. He also compared each one of the membership passes dollar amounts compared to previous year. He said back in February we were at a record number of memberships and so our memberships now are still looking fairly well and the shutdown didn't affect it as much as we as staff thought. Memberships are continuing to go up. He then showed revenue and expenses at Patterson Lake. He said it will be challenge when the cabin owners start to purchase their lots at the end of the year, we won't see the lease payments like we are used to. Commissioner Scott Karsky asked where we can generate more revenue in other areas at Patterson Lake, like camping. Director Kramer said we will have to get creative and find other means. He then showed the rental facilities of Heart River Retreat and Veterans Pavilion 3 year comparison saying that revenue is down at both facilities with many reservations being cancelled. He said graduation weekend was fully booked in both facilities and we lost quite a bit just from that. Director Kramer also gave an update on Vision 2020 - he updated the new board members on the process and said staff put together a Vision 2020 plan broken down into 4 categories: Staff Orientation/Training/Communication; Policies and Procedures; Security and Safety and Organizational Structure. He said the goal to complete is a little behind but still working on the completion process. He said they hope to kick off a new Dickinson Parks and Recreation Foundation and said we have landed our first \$5000 donor to the foundation. He also said we received our first major grant; received \$450,000 for Friendship Park. He reviewed each of the areas and said we implemented a Future First Committee of full time employees to cover ongoing topics and issues. He said the security and safety plan will be presented at the next Park Board meeting and a new video surveillance system was put in throughout the Park District. Director Kramer said that as part of our Vision 2020 we applied for National Recreation and Parks Association (NRPA) accreditation; we were accepted into program and will apply for the Gold Medal award which is the highest honor for a Park District through NRPA. He said only one City in North Dakota has it and that is Bismarck. Commissioner Zach Keller asked if the accreditation will help the Park District get future grants. Director Kramer said these accreditations are important and helpful for grants and support of the community. He said it shows the community that we care and we want to go the extra step. He said the process of accreditation and golf medal are a ton of work and has to be maintained ongoing.

Executive Director Report – Director James Kramer reported that we recently have experienced two part time employees that have tested positive for Covid-19. He said we have policies and procedures we have to follow and are in contact with the Health Department. He reviewed the process of health checks for employees. He said it is inevitable in the world we live in and it is up to us to help and follow the contact tracing process. He also said we need to make sure we reiterate to our employees on the protocols. He said the Health Department gave us kudos for the policies we have in place for something like this and we will continue to deal with it and keep moving forward. President Scott Kovash asked if we have talked about a second shutdown. Director Kramer said we haven't identified what would be different in procedures than what we have now but this recent process has been a good reminder that we are still dealing with this pandemic. President Kovash also commented on Vision 2020 saying that it was a huge undertaking and it is quite an accomplishment.

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

RECESS – The Board took a short recess before the orientation for new Park Board members.

Park Board Orientation/Dinner (Attachment #3) – The Park Board met for a Park Board Orientation. They reviewed the Park Board job descriptions for President, Vice president and Commissioners. Other items reviewed were the Park District map of parks and facilities and organizational chart along with the Mission/Vision Statements for the Park District. They also covered the North Dakota Recreation and Parks Association (NDRPA) Park Board Manual. The Park Board then went on a parks/facilities tour visiting the West River Community Center, West River Ice Center, Mustang Complex, Roers Park, Patterson Lake, Heart River Golf Course, Gress Complex / Dog park, Pride Park, Eagles Park, Ballpark, Parks Shop, Turtle Park/Dike/Heart River Retreat, Golf Shop, Optimist Park, Bandshell/Veterans Pavilion/Rocky Butte Park, Friendship Park, North Complex and future sports complex site. Discussion took place but no motions were made.

ADJOURNMENT – MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to adjourn the Park Board meeting at 7:21 pm. Upon vote, all aye. Motion carried.