

**PARK BOARD MEETING
December 14, 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, December 14, 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 Executive Director James Kramer, Director of Recreation/Facilities Matt Mack, Director of Buildings/Grounds Craig Pearson, Attorney Randall Sickler and Clerk Leah Hoenke.

TIMETABLE AGENDA

4:05 PM SPECIAL APPEARANCE - X Dukart Retirement – President Scott Kovash presented X Dukart with his retirement plaque and thanked him for his 29 years of service.

4:45 PM SPECIAL APPEARANCE - Patterson Lake PUD Approval (Attachment #1) – Executive Director James Kramer gave an overview of the history and process of the Patterson Lake PUD process. He said we were challenged with the task of putting lots together through federal legislation and all in all we laid out a good final product. He said we wanted to be very transparent so cabin owners could go through the process with us that included meetings with Clyde Kerner and Tom Fisher from Cabin Owners Association. Houston Engineering did their first run through of the lot stakes and we invited all cabin owners to come in and ask questions and voice concerns. He then offered the home owners a walk through and now we are at the point where we are ready to present lot layouts and continue the process. He said we will work with City Planning and Zoning to get the PUD approved and it sounds like in mid-February we should be selling lots. Director Kramer said that our attorney Randy Sickler will have a purchase packet for each lot with all pertinent information and paperwork for interested cabin owners. He also said that as we go through planning and zoning this is not locked in stone and the City could ask us to make changes but whatever happens it will always come back to this Board. He said the challenges are that there is a span of 40-50 years of lots being developed by cabin owners but in most cases the lines between individual lots went very well. There were a few cases we had to get the owners involved to work out some kinks but in most cases after the walk through a lot of issues were resolved. Director Kramer showed on the lot map where we will own – we will own all land under the road. All lots are 10 feet except for 2 lots that are 20 feet. Shawn Soehren from Houston Engineering was present to answer any questions. Cabin owner Tom Fisher mentioned that these access points will stay public access until the homeowner decides to buy. Director Kramer said he anticipates that those public access points will go away. One homeowner said he would like to purchase the public access next to his lot so he doesn't have people parking in that area. Director Kramer said we as a Park Board will always have the right to sell property next to lots and he stated that for lots 1-3 there is some land that cabin owners would like to have. Right now we chose not to sell that land but instead do septic easements instead. The owner said he used that area a lot and would like to eliminate the public access in that area. Director Kramer said he would be uncomfortable selling that piece not knowing what he can and cannot do with the land. The homeowner said he still is interested in purchasing that piece of land regardless of what he can develop on the land. Commissioner Jo Marie Kadrmas asked if that is the only public access in that area. The homeowner said this is the only one where people have access close to the houses. Homeowner Cordell Myran said between his lot 14-15 and he is in favor of the split of the public access, he is lot 14. He said he would like to see that each homeowner can own half of the access so they can rope off and sign it as private property. Homeowner Zach Knowlen asked about the land next to his that is public access, is there anything specific that would be valuable to public access. Director Kramer responded no, he just doesn't feel comfortable approving anything until we know from planning/zoning what can be done with the land. President Scott Kovash said as long as we can change down the road he is fine with that process. Zach Knowlen said he is also good with that. Director Kramer thanked Tom Fisher and Clyde Kerner for the time they spent helping us out with this process; they spent a ton of time to get us to this point. Tom Fisher thanked the Park Board and attorney Randy Sickler and he doesn't think this process would have happened without the good communication. He thanked all of them for being open minded and he said it is a quality of life issue and he believes it will be a great thing moving forward. Clyde Kerner also thanked the Board and said he often marvels how this happened and said it is a miracle as far as he is concerned. President Scott Kovash said he is appreciative because the dividing of lot lines could have turned ugly and he thanked the homeowners and Randy Sickler for all his work. He said for the Park District this is a momentous occasion and we have never taken on anything this large. Commissioner Scott Karsky asked if there will be a homeowners association. Tom Fisher said they aren't officially a registered homeowners association but thinks it will be appropriate as they move forward. He said the Park Board won't be involved to enforce things if all the lots are sold. There might be some that are retained by the Park District and we may need to have something on paper, will have to work that out and become an official homeowners association. Director Kramer said the flip side of that is that in the history of homeowners associations, sometimes they fail and he thinks there does need to be some effort made to keep things in line. President Scott Kovash entertained a motion to approve the PUD. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the Patterson Lake PUD. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

APPROVAL OF MINUTES: MOTIONED BY: Scott Karsky; SECONDED BY: Zach Keller to approve the November 9 meeting minutes. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmas to approve November Claims in the amount of \$548,546.17. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

BUILDINGS/GROUNDS

Director of Buildings/Grounds Report (Craig Pearson) – Director Pearson reported that the crew has been busy removing a total of 60 trees throughout the Park District. Work is continuing at the ballpark where they finished putting an awning on the press box, other work is ongoing. Doing a drainage project in the park across from Century Apartments, will finish work in the spring. Finished last 5 of 6 of the Crooked Crane Trailhead signs; they will do the last one this spring. Ice rinks at Optimist and Eastside Park got their second flooding and from this point on we'll flood 3 times per week and depending on the weather we may have ice by Christmas, all weather dependent. Commissioner Zach Keller asked about other outdoor skating locations. Director Pearson said he hasn't gotten many questions about other locations but more about when we will have ice on the existing rinks. Commissioner Keller said he's heard people asking and comparing other communities and what they have for outdoor locations and he's heard mention of a Deadwood location. President Scott Kovash said it is a small park with synthetic ice in Deadwood. Director Pearson continued and said they are also working on equipment getting it ready for next spring. On the facilities side, losing Facilities Manager X Dukart will be tough but having Scott Rabbitt taking over will be a good transition. He's said the staff is working on the air handling unit at the ice center; currently there is limited heat at the facility. The electrical boxes outside that caused the compressors to shut down have been moved and are in a more protected area – we shouldn't need to worry about anything drastic happening. He also said the latest on the laser is positive, they are taking ice samples often and staff is positive that the laser is doing well. Director Pearson said Christmas lights are up at WRCC and they finished our yearly boiler inspection that happens once a year. He also said they have improved the cleaning schedule. Taking a close look at how we are cleaning when and where. Lastly at the golf course, he reported that Rod Lindborg is finishing up on the equipment and everything will be ready to go by spring. The staff will start tree cutting on the course with stump removal taking place next spring. Commissioner Jo Marie Kadrmas asked about the cleaning schedule and asked for more detail. Director Pearson said Director Matt Mack can speak more on that as we have some crossover with night cleaning and building attendants. He said for his staff, the MAC gym is scrubbed 3 days a week and dry mopping daily. Also discussed wiping down fitness machines after each workout and as long as we get help from building attendants and our patrons he thinks it will make a big difference. He said he thinks it is looking really well. Director Matt Mack agreed and said all of the concerns have been addressed.

Sundance Cove Request (Attachment #2) – Executive Director James Kramer said this is the same information as provided at the November meeting regarding the Park District taking over the trail and park equipment in this development. Walter Hadley was present from City of Dickinson to review. Mr. Hadley said he visited with Pat Hart and getting street lights is the main goal along with transferring the pond over to City. They also wanted the Park District to take over the park areas and trail. He said the City's real goal is as the units sell the City and the Park District will be paid as the units sell. He said they have been working with Pat for a while now and they are working to get it finalized. The biggest complaint from people that live there is there are no street lights. Director Kramer said the Park District could approve as the City is waiting on us and said it is fair to say the City is on board and will be taking over the infrastructure. Motion for us to work with property developer. Discussion was held on the park being completely surrounding by the housing development and Director Kramer said there really isn't much else we could do to the area. Mr. Hadley said the HOA never appeared and now they would like us to take over. Director Kramer also commented that we will probably need to complete snow removal. President Scott Kovash asked if there is a motion. MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to work with property developer. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

MDU Easement (Attachment 3) – Park District Attorney Randy Sickler said this version is the same as last one provided. He reviewed the agreement and said it is in the final format, saying that the Park District will be paid \$2,065 in exchange for the easement. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the MDU Electrical Line Easement. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

RECREATION/FACILITIES

Director of Recreation/Facilities Report – Director of Recreation/Facilities Matt Mack gave an update on community center memberships saying that there are 5865 members compared to 6,910 last year at the same time. We are down 1,000 members from last year. He said they are working on a plan to regain members. He reported on the golf season and said we had a good year at the course and numbers translate into that. Golf rounds and season passes were up this year compared to previous year. He said the numbers and financial look really good. He reported that the Pro Shop is open 10:00 am to 2:00 pm through Christmas Eve with Christmas sales going on now. Director Mack then reported on recreation and said fall leagues are finishing up this week. Winter sports will begin in January. Futsal, volleyball, curling and basketball participation are all down compared to last year and we have communicated with teams that aren't coming back and it is mostly due to COVID concerns. He said the Santa Hotline is this week and Kids Cooking classes are at end of month. New Year's Eve party is cancelled due to the amount of people the event attracts and we'll be having regular public skate sessions in its place and have also added more sessions throughout the holiday.

Approval of Pledged Securities (Attachment #4) – MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Scott Karsky. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Financial Statement (Attachment #5) – Executive Director James Kramer reviewed the November financial and year to date numbers and said they have just started their year-end procedures. We will close out year end after the first meeting in January when fund transfers take place. He showed the negative number for the WRCC fund which is the number they request from the City. Commissioner Zach Keller asked if the money is there with the City. Director Kramer said he will reach out to the new City Administrator but in the meeting held in June with the City there was no indication that they would not help.

2021 Administrative Calendar (Attachment #6) – The administrative calendar that includes the payroll, holidays and board meetings was provided for informational purposes.

NDPHIT (Attachment #7) – Executive Director Kramer reviewed the NDPHIT conversion timeline and said we will need final approval to make it official. He also said he was voted in on the Board of Trustees for NDPHIT. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Zach Keller to approve the NDPHIT conversion. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

2021 Budget Strategies (Attachment #8) – Executive Director James Kramer reviewed the 2021 budget strategies that is a follow up from workshop. He said the 1% merit pay was added and said the funds would be allocated with budget and approved by Park Board. He said any funds allocated after approved budget would need Board support. He said the funds will be used for merit raises and salary adjustments due to job description changes or personnel changes. He said he wanted to put it in writing on the budget strategies and bring it for any questions. President Scott Kovash thinks it is an important tool to have to help with employees. Commissioner Jo Marie Kadrmas asked James to give more explanation on the part of increase the capital betterment to 5 mills by 2022. Director Kramer said 5 mills is the max you can have by law – he gave a history. During the oil boom we didn't need to increase the mill value and he said it wasn't our intent to increase the mills to the max and ultimately it is not intended to affect property owners but to increase the mills with new city growth.

NDDES Grant Agreement (Attachment #9) – Executive Director Kramer reviewed the North Dakota Department of Emergency Services (NDDES) Public Assistance Subgrant Agreement for FEMA-4509-DR. He explained that this is a grant we received and will go into expenditures that we submitted for COVID relief. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Zach Keller to approve the NDDES Public Assistance Subgrant Agreement for FEMA-4509-DR. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Adjournment – MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmas to adjourn the meeting at 5:14 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President