

PARK BOARD MEETING

October 26, 2011

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a roundtable meeting at 11:00 a.m. on Wednesday, October 26, 2011 at the West River Community Center.

ROLL CALL: Present were Commissioners Mike Lefor, Scott Kovash, Carol Herauf, and John Gaffaney, Director James Kramer, Attorney Mary Nordsvan and Clerk Leah Hoenke. Commissioner Kelly Cooper was absent.

Hulsing Development (Attachment #1) - Lora Petrie from CA Contracting was present to review their Spring Creek Subdivision in south Dickinson which includes 53 lots. She said she is here to ask the Park Board if they would like to take \$5,300 cash in lieu of land. She explained their intentions of including a walking path that would be attached the existing trail at Gress Softball Complex to Eagles Park. She reviewed the entire site plan. Director James Kramer gave a background of this subdivision and why the Park District was not contacted in earlier plans of the subdivision. Ms. Petrie said that with the plans in place it is better for them if the Park District takes the cash and asked what the Park District will do with this land if they decide to take the land. Director Kramer said in some cases the land goes completely undeveloped. He said that past discussion was that there was enough parks in the area that the Park Board felt that one was not needed in this area. Consensus from Board members was to take the cash in lieu of land. Discussion followed. President Mike Lefor asked if there was anything wrong with our process as to why this development was missed to begin with. Attorney Nordsvan asked when the developers come to the city initially, are the developers told up front that they need to contact the Park District to give us the choice of land or cash? Director Kramer said with the mass growth, the lines of communication between the Park District, the City and the developer have been missed. President Lefor said initial contact should begin with the City and they should include the Park District as part of the packet when the development is initially presented. President Lefor asked Director Kramer to have a discussion with the City regarding this issue and would also like Director Kramer and Commissioner Kovash to sit down and develop a plan for the process for future subdivisions. President Lefor asked Attorney Nordsvan if we could create some sort of ordinance on how to deal with these issues. Attorney Nordsvan said you would be better off going to the City and asking for them to amend their ordinance to indicate that the developer is to contact the Park District from day one. President Lefor said he would like Director Kramer, Commissioner Kovash, Attorney Nordsvan and himself to put together a fix for this and be proactive. Commissioner John Gaffaney made a motion to accept \$5,300 cash in lieu of land for the Hulsing Spring Creek Subdivision. Motion duly seconded by Commissioner Scott Kovash. Roll call vote was: Ayes: 4; Nays: 0; Absent: 1. Motion carried.

Koch Development (Attachment #2) - Director James Kramer reviewed the site plan of the Koch Subdivision and reviewed the communication we have had with the developer. Director Kramer explained that the Koch Subdivision has been changed several times. Initially we agreed to take cash in lieu of land for the first two phases, but then afterwards phases 2 and 3 were combined. Director Kramer said we could now possibly work with the City to put the fire substation in this development instead or we will get park land. Director Kramer said we will have seven acres after taking the cash for the first 3 phases. He said approval is needed again for the first 3 phases and then we should indicate where we want the placement of a park identified. Commissioner Scott Kovash explained what was happening at the planning/zoning meetings with this developer. He said the City's Planning/Zoning Board has said that with any further developments, the whole plan needs to be presented and not in phases. Commissioner Carol Herauf asked if it would be a problem putting a park next to the fire station. Director Kramer said he thinks that you could design a park and a substation together and gave an example of the Bismarck fire themed park next to one of their fire stations. Commissioner Lefor thanked Commissioner Kovash and Director Kramer for their work on this project and approved of how they have handled the situation. Commissioner Kovash made a motion to take cash in lieu of land for the first three phases of the Koch's subdivision. Motion duly seconded by Commissioner Carol Herauf. Roll call vote was, Ayes: 4; Nays: 0; Absent: 1. Motion carried.

OLC Agreement (Attachment #3) - Director James Kramer reviewed the agreement with Ohlson Lavoie Collaborative for design services for the community center expansion. He said we now need to enter into an agreement with them for the contract of up to \$25,000 for the expansion design. This is for planning of and the construction document phase of the administrative area. Commissioner John Gaffaney made a motion to pay up to \$25,000 to Ohlson Lavoie Collaborative for their design services.

Motion duly seconded by Commissioner Carol herauf. Roll call vote was, Ayes: 4; Nays: 0; Absent: 1. Motion carried.

2012 Board Workshop (Attachment #4) - Director James Kramer provided the Board with a packet of information and said he would review each of the items and hope it will spur some conversation. First he reviewed the 2012 Budget showing a projection of where we need to be. He reviewed each of the funds. He said the budget process went very well. He also reviewed the last 4 years of mill rates. He said the value of the mill going into 2012 is 47,075.00. Discussion followed. James said we are now in a very good situation.

Director Kramer reviewed the Park District Organizational Chart. He identified six departments: Recreation/Facilities; Facilities; Administrative, Golf operations, Facility Operations and Park Operations. He identified that there is a Golf Operations Manager position on the chart that he hopes to have filled in the future, but has not been budgeted for. He also said that the Administrative Manager is a new position and has been budgeted for 2012 and that we will actively pursue this fall and into 2012. He also pointed out two other future positions of a facility supervisor and a facility maintenance specialist as we continue to grow. Director Kramer stated that for the November meeting agenda he will include a review of the part-time salaries to try and get key part-time staff increases.

Director Kramer then reviewed the City of Dickinson's Project Study Area plan which is a six mile radius around Dickinson. He said it is a very comprehensive plan and said he is on the planning committee for future growth. He also reviewed the City of Dickinson Zoning Map where he pointed out each of the growing areas. Director Kramer said as we grow to the east we have no park land currently available. Commissioner Carol Herauf said she would like the board to come up with some different ideas on what we can provide to the east side of Dickinson as it continues to grow. She said a lot of young families are living in that area. Director Kramer said possibly a large park comparable to Fisher Park with volleyball and basketball courts as well as a shelter. Commissioner John Gaffaney also said he would like to focus on the east side. Commissioner Herauf said she would like to see some different ideas other than just a park. Director Kramer said we may also need to expand fields such as softball/baseball and possibly more golf holes. He said trails are also a big component and could possibly tie all these developments together. He reviewed the original trails master plan. He said that we need to work with the City's comprehensive master planning that will include a trails system. Commissioner Herauf said a trail system is huge and that we don't have any connecting trails.

Director Kramer went on to show the original site plan of the community center and that the future outdoor pool was in the plan, but was cut out in the end. He said the outdoor pool committee is starting to raise a good amount of dollars with over \$20,000 in individual and a total of just under \$500,000 has been raised with individual and business donations and pledges.

Director Kramer also reviewed the artificial turf project for the Southside Ballpark. We are currently negotiating with the turf company and engineers to see what we can do to make sure it is done right. He said we will not be starting this fall as planned and will have to do a spring project. He stated that we will look at high school and college schedules to try and get this project completed.

Director Kramer then said there will be an informational meeting on Sunday night for the Bandshell and Veteran's Memorial plans for the park. He said he is going to push getting a landscape architect to take charge of the plans. President Mike Lefor said the budget allows for 35,000 towards the project for 2012.

Director Kramer reviewed an improvement plan for North Complex that Dickinson Diamonds would like to do. He said the group is nervous that the School District may have plans to possibly build a new school at that site which may indicate that we need to find a new home for the complex. Discussion followed.

Director Kramer then reviewed the future expansion project at the community center. He showed future administrative space, an extension of existing offices, expanded childcare space which includes enclosing the outdoor play space at the childcare. He said we will move accounting offices to the back that will include accounting storage and said the next phase is to do some surveying and traffic counts of building usage. He said plans are to expand the fitness space and add another group fitness room that would be used solely for cycling classes. He identified plans to expand the gymnasiums to add another gym identical to the existing one to allow for use of tournaments. He said originally tennis courts were not in the expansion plans, but will now explore that option due to it being added fairly inexpensively.

Commissioner Herauf said she saw plans at another facility that included indoor turf and indoor batting cages that she thought would be a great idea. Director Kramer said additional tennis courts will open up an opportunity for high school tennis tournaments. He said these are conversations and ideas for future growth and said we will watch the traffic of the center and see what the usage indicates.

New/Old Business - Director Kramer said this meeting will serve as our monthly roundtable and that there will be no roundtable in November and December due to the Holidays. Attorney Mary Nordsven said she has done research on the St. Benedict's parking plans. She said the statute does not limit you in terms of the length of the lease due to it being raw land and not a building. She said you could set whatever you deem to be a reasonable amount that is appropriate under the circumstances for a long term lease. Commissioner John Gaffaney asked what the liability is and Attorney Nordsven said you could set the terms of the lease to allow for those kinds of conditions. Discussion was held on whether or not we could sell the land. Director Kramer said if it is not platted to be park land on the City's zoning map then we could sell, but would need to open up to a public process. Attorney Nordsven concurred. She said it would need to be either a public bid process or listed non-exclusively with a realtor. President Lefor asked Director Kramer to find out whether it is on the platte map as park land and then will go from there.

Adjournment - Commissioner Scott Kovash made a motion to adjourn the meeting at 12:40pm. Motion duly seconded by Commissioner Carol Herauf. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President