

Park Board Agenda

4:00 pm, Monday, September 11, 2023

West River Community Center | Community Room

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

5. GUEST APPEARANCE

- a. Dr. Marcus Lewton, Superintendent, Dickinson Public Schools

6. TIMETABLE AGENDA - 4:45 PM - BUDGET PUBLIC HEARING

7. CONSENT AGENDA

- a. Minutes
- b. Claims
- c. Pledged Securities
- d. Friendship Park Pay Application

8. BUILDINGS/GROUNDS

- a. Director of Buildings/Grounds Report
- b. Snow Removal Contract

9. RECREATION/FACILITIES

- a. Director of Recreation/Facilities Report

10. BUSINESS/FINANCE

- a. Approval of August Financial
- b. Gress Complex Electrical Upgrade
- c. Employee Health Insurance Discussion
- d. Executive Director Report
- e. Legal Counsel Report

11. ADJOURNMENT

6. TIMETABLE AGENDA - 4:45 PM - PUBLIC HEARING

AGENDA - 4:45 pm - Public Hearing

1. Open Public Hearing
2. Presentation on 2024 Budget Information (PowerPoint)
 - a. Is anyone present to speak or give written comment regarding the 2024 Preliminary Budget?
 - b. Is anyone present to speak or give written comment regarding the 2024 Preliminary Budget?
 - c. Is anyone present to speak or give written comment regarding the 2024 Preliminary Budget?
3. Close Public Hearing
4. Final Budget will be approved at 7:30 am on Friday, October 6, 2023.
5. Adjourn

7. CONSENT AGENDA

1 Motion is required for all 4 items.

- a. Minutes - August 14
- b. August Claims
- c. Pledged Securities
- d. Friendship Park Pay Application

a. Minutes

Park Board Meeting August 14, 2023

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Regular Meeting at 4:00 pm, Monday, August 14, 2023, at the West River Community Center.

ROLL CALL: Present were Commissioners Tim Daniel, Zach Keller, Jo Marie Kadrmas, Nic Stevenson. Also present were Executive Director Benjamin Rae, Director of Buildings/Grounds Craig Pearson, Director of Recreation/Facilities Caleb Burgard, Legal Counsel Randy Sickler and Clerk Leah Hoenke. President Scott Karsky was absent.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

APPROVAL OF AGENDA – MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve the agenda with the addition of adding a guest appearance from the Dickinson Dolphins. Ayes-4; Nays-0; Absent-1 (Karsky). Motion carried.

GUEST APPEARANCE – Vice President Tim Daniel presented Craig Pearson and Doug Burgard with their 5 years of service award certificates.

GUEST APPEARANCE – Dawson, the dive coach for the Dickinson Dolphins was present to request to replace or refurbish the existing diving boards. Executive Director Benjamin Rae said our intent was that we as a district would pay for 1 diving board and the Dickinson Dolphins will pay for the other board. He said they've put together an agreement. There was a question of the maintenance on the board, and he will add to the agreement that the Park District will maintain the diving boards as needed. He said the cost is approximately \$6,500 per board and said no formal action is needed today – he will work with the Dickinson Dolphins on the details.

CONSENT AGENDA – Executive Director Benjamin Rae explained that we will start using a consent agenda for regular items with one approval process. Items were reviewed. Director Caleb Burgard stated that for the Dickinson Dolphins agreement, the diving board portion will be omitted and included in a separate agreement. MOTIONED BY: Zach Keller; SECONDED BY: Nic Stevenson to approve the Consent Agenda items of Park Board meeting minutes from July 10, July 26, and August 2 along with July Claims in the amount of \$1,017,644.38; Pledged Securities, and User Group Agreements for Dickinson Adult Hockey League, Dickinson Dream, Dickinson Dolphins Swim Team and Contracted Services Agreement from DSU. Roll call vote: Ayes-4; Nays-0; Absent-1 (Karsky). Motion carried.

BUILDINGS/GROUNDS

Director of Buildings/Grounds Report – Director Craig Pearson said they have removed the turf from the ballpark. Discussion was held on the public picking up the old turf which is beneficial to the Park District. He said we have hired Hayden Turner as Facility Maintenance Specialist at WRCC, who started today. Discussion was held on tree replacement. Director Pearson said this year we ordered 80 trees for the golf course and 15 at Patterson Lake. He said in the last 3 years, we've removed 300 trees from the golf course with at least 100 more to go. He said all trees that have been removed from the golf course will be replaced with new trees.

RECREATION/FACILITIES

Director of Recreation/Facilities Report – Director Caleb Burgard said other than what was written in his report, he added that we received word from the health department that there is now a Blue Green Algae warning at Patterson Lake. He also reported that the recent Chalk Walk event had about 400 participants. Commissioner Nic Stevenson asked about the golf rounds, does that include total usage. Director Burgard said rounds include all rounds played,

including green fees, pass holders and tournaments. He said it looks like we will surpass last year's total rounds even with the late start. Commissioner Zach Keller asked if Caleb could separate out the annual memberships for the WRCC report. Caleb said he will include that information in the future.

2024 Fee Schedule – Vice President Tim Daniel asked if there were any questions or comments on the presented fee schedule. Director Caleb Burgard said a question was asked on practice facilities per ballfields and we do not charge for practices. He said the Dickinson Hockey Club pays the usage for the high school teams. He reviewed user group fees. Dickinson High School facility usage has always been an exchange of service, we are not charged for our usage in their facility. He said it would be wise to get a written agreement for that service, to have more checks and balances. Discussion followed. Director Burgard reviewed the WRCC fee schedule and said the daily fees are staying as is and made recommendations for drop-in fees. The staff recommendation is for lap swim, open swim, wallyball, water walking to be eliminated and they would be covered under a daily fee and to keep playground, tanning and track as separate fees and increase to \$5. Executive Director Benjamin Rae said 90% of daily sales are already paying the daily rates and eliminating some of the fees will only affect about 5-6 percent of patrons. Vice President Tim Daniel entertained a motion. MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve 2024 fee schedule as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Karsky). Motion carried.

BUSINESS/FINANCE

July Financial – MOTIONED BY: Nic Stevenson; SECONDED BY: Jo Marie Kadrmas to approve the July financial. Roll call vote: Ayes-4; Nays-0; Absent-1 (Karsky). Motion carried.

Community Survey Results – Executive Director Benjamin Rae reviewed the survey results. He said we are still going through the open answers and categorizing to be easier to digest. He said we did this through survey monkey which gives a lot of analytical data; we can break down data in any way we want to see it. He commented that one trend we are seeing from the survey is that people want more restroom availability and trails in our parks. Discussion followed.

Executive Director Report –Executive Director Benjamin Rae had nothing further to report. Commissioner Zach Keller asked about pavilion reservations at Friendship Park. Director Rae said it ended up not being manageable with the number of people using the park. Discussion followed on Friendship Park. Director Craig Pearson said more equipment repairs are needed along with warranty items.

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

CLOSED SESSION

The next item on the agenda is to discuss terms related to a potential acquisition of real property by the Dickinson Park District, including negotiating strategy. This part of the meeting is closed to the public and held in executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code sections 44-04-19.2 and 44-04-19.1(9). Vice President Tim Daniel read the executive session required announcement and said a motion is needed to go into executive session. MOTIONED BY: Nic Stevenson; SECONDED BY: Jo Marie Kadrmas to begin the executive session for the purpose of a potential acquisition of property by the Park District. Roll call vote: Ayes-4; Nays-0; Absent-1. Motion carried. The executive session will be recorded and is being attended by Tim Daniel, Jo Marie Kadrmas, Zach Keller, Nic Stevenson, Benjamin Rae, Randy Sickler, Leah Hoenke, Caleb Burgard, Craig Pearson. The session began at 5:11 pm and ended at 5:33 pm.

ADJOURNMENT – MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Nic Stevenson to adjourn the meeting at 5:34 pm. Upon vote, all aye. Motion carried.

b. Claims



	August, 2023	July, 2023	August, 2022
Vouchers	\$417,909.26	\$766,213.60	\$570,072.05
Direct Bank Debit	\$14,329.60	\$13,865.57	\$10,917.78
Net Payroll (Gross Payroll Amount \$289,867.83)	\$234,749.69	\$237,565.21	\$206,234.67
TOTAL	\$666,988.55	\$1,017,644.38	\$787,224.50

Bravera Trust Center (PR)	\$6,823.43
Bravera Trust Center (PR)	<u>\$7,506.17</u>
Total	\$14,329.60

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c. Pledged Securities



BRAVERA

Dickinson Park & Recreation

Pledged Securities

August 31, 2023

Cusip	Maturity Date	Description	Pledged Par	Market Value
122133ND9	04/01/26	BURLINGTON WIS	460,000	449,843
216874DR5	05/01/36	COOPERSTOWN N D	470,000	357,153
343640CP1	06/01/31	FLOYD CNTY IOWA	335,000	324,504
494123BD3	08/01/33	KILLDEER N D PUB SCH DIST NO 16	705,000	579,277
605815DP1	06/15/25	MISSOULA CNTY MONT SCH DIST NO 4 HELLGAT	400,000	393,576
649568JL7	02/01/34	NEW YORK MILLS MINN INDPT SCH DIST NO 55	400,000	328,516
65408RHBO	02/01/32	NICOLLET MINN	300,000	286,374
660819AP8	12/01/33	NORTH MASON REGL FIRE AUTH WASH	300,000	279,105
675754BL8	05/01/36	ODEBOLT ARTHUR BATTLE CREEK IDA GROVE CM	490,000	442,602
766014DH4	12/01/28	RIDGEFIELD WASH	345,000	351,458
826005CB4	05/01/34	SIDNEY IOWA CMNTY SCH DIST	420,000	347,462
904427DD0	05/01/24	UNDERWOOD N D	345,000	338,417
938119DY7	12/15/33	WASHINGTON CNTY NEB SCH DIST NO 3	740,000	542,894
347820QB1	06/01/29	FORT MADISON IOWA	370,000	402,719
978369HU3	10/01/29	WOOD CNTY WIS	320,000	351,782
057757JC1	04/01/35	BALDWIN & WOODVILLE WIS	135,000	120,282
057757JD9	4/1/2035	BALDWIN & WOODVILLE WIS	165,000	123,707
		Total	6,700,000	6,019,673

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d. Friendship Park Pay Application



Contractor's Application for Payment No.

#13-FINAL

To (Owner): Dickinson Parks and Recreation District	Application Period: 07/01/2023 to 7/25/2023	Application Date: 7/25/2023
Project: Friendship Park	From (Contractor): Tooz Construction Inc.	Via (Engineer): Apex Engineering Group, Inc.
Owner's Contract No.:	Contract: Contract A - General Contract	Contractor's Project No.: 4216
		Engineer's Project No.: 20.432.0025

**Application For Payment
Change Order Summary**

Approved Change Orders	Number	Additions	Deductions
CO #1		\$43,265.82	
CO #2			\$65,600.00
CO #03			\$4,970.00
Removed A.6			\$4,875.00
TOTALS		\$43,265.82	\$75,445.00
NET CHANGE BY CHANGE ORDERS			-\$32,179.18

1. ORIGINAL CONTRACT PRICE.....	\$	\$790,476.90
2. Net change by Change Orders.....	\$	-\$32,179.18
3. Current Contract Price (Line 1 + 2).....	\$	\$758,297.72
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$	\$758,297.72
5. RETAINAGE:		
a. X Work Completed.....	\$	
b. X Stored Material.....	\$	
c. Total Retainage (Line 5.a + Line 5.b).....	\$	
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$758,297.72
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$754,297.72
8. AMOUNT DUE THIS APPLICATION.....	\$	\$4,000.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$	—

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: [Signature] Date: 7/26/2023

Payment of: \$ 4,000.00
 (Line 8 or other - attach explanation of the other amount)

is recommended by: [Signature] 9-6-2023
 (Engineer) (Date)

Payment of: \$ _____
 (Line 8 or other - attach explanation of the other amount)

is approved by: _____
 (Owner) (Date)

Approved by: _____
 Funding or Financing Entity (if applicable) (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): Friendship Park - Contract A - General Construction						Application Number: #13-FINAL					
Application Period: June 26, 2023 to July 25, 2023						Application Date: 7/26/2023					
A				B	C	D	E	F			
Item		Contract Information				Previously Billed	This Period	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)						
A.1	General Conditions	1	LSUM	\$19,200.00	\$19,200.00	\$19,200.00		\$19,200.00	100.0%		
A.2	Mobilization	1	LSUM	\$7,500.00	\$7,500.00	\$7,500.00		\$7,500.00	100.0%		
A.3	Clearing and Grubbing	1	LSUM	\$6,900.00	\$6,900.00	\$6,900.00		\$6,900.00	100.0%		
A.4	Topsoil Removal/Stockpile/Replace	1	LSUM	\$7,800.00	\$7,800.00	\$7,800.00		\$7,800.00	100.0%		
A.5	Earthwork/Grading	1	LSUM	\$44,500.00	\$44,500.00	\$44,500.00		\$44,500.00	100.0%		
A.6	Topsoil Import	150	CY	\$32.50	\$4,875.00	\$4,875.00		\$4,875.00	100.0%		
A.7	Underground Utilities	1	LSUM	\$44,270.00	\$44,270.00	\$44,270.00		\$44,270.00	100.0%		
A.8	Aggregate Base Course - NDDOT CL 5	521	TON	\$61.00	\$31,781.00	\$31,781.00		\$31,781.00	100.0%		
A.9	Aggregate Base Course - NDDOT CL 13	253	TON	\$59.00	\$14,927.00	\$14,927.00		\$14,927.00	100.0%		
A.10	Curb and Gutter - All Types and Sizes	354	LF	\$31.00	\$10,974.00	\$10,974.00		\$10,974.00	100.0%		
A.11	4" Concrete Sidewalk with 4" Aggregate Base	3,395	SF	\$8.90	\$30,215.50	\$30,215.50		\$30,215.50	100.0%		
A.12	4" Concrete Thickened Edge Sidewalk with Aggregate Base	483	SF	\$9.20	\$4,443.60	\$4,443.60		\$4,443.60	100.0%		
A.13	Outer Loop Playground Area 4" Concrete Sidewalk with 6" Aggregate Base	2,954	SF	\$8.90	\$26,290.60	\$26,290.60		\$26,290.60	100.0%		
A.14	Concrete Valley Gutter	260	SF	\$10.27	\$2,670.20	\$2,670.20		\$2,670.20	100.0%		
A.15	Hot Bituminous Pavement - CO#1 Changed Parking Lot/Access Road to Concrete	342	TON	\$300.00	\$102,600.00	\$102,600.00		\$102,600.00	100.0%		
A.16	Detectable Warning Panel	100	SF	\$33.00	\$3,300.00	\$3,300.00		\$3,300.00	100.0%		
A.17	Precast Concrete Parking Block	8	EA	\$120.00	\$960.00	\$960.00		\$960.00	100.0%		
A.18	Restroom facility	1.00	LSUM	\$394,500.00	\$394,500.00	\$394,500.00		\$394,500.00	100.0%		
A.19	Erosion Control	1.00	LSUM	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00	100.0%		
A.20	Seeding - Irrigated Mix	0.35	AC	\$4,900.00	\$1,715.00	\$1,715.00		\$1,715.00	100.0%		
A.21	Seeding - Non-irrigated Mix	1.55	AC	\$2,100.00	\$3,255.00	\$3,255.00		\$3,255.00	100.0%		
A.22	Irrigation System - Deducted on CO #2	1.00	LSUM	\$22,800.00	\$22,800.00	\$22,800.00		\$22,800.00	100.0%		
CO#01	Change Order #01: Part 1 - Concrete Parking Lot	1	LSUM	\$37,737.57	\$37,737.57	\$37,737.57		\$37,737.57	100.0%		
CO#01	Change Order #01: Part 2 - Drain Tile	1	LSUM	\$5,528.25	\$5,528.25	\$5,528.25		\$5,528.25	100.0%		
CO #2	Change Order #2: Field Order #1 - Aggregate Deduct	1	LSUM	(42,000.00)	(42,000.00)	(42,000.00)		-\$42,000.00	100.0%		
CO #2	Change Order #2: Field Order #2 - Irrigation Deduct	1	LSUM	(22,800.00)	(22,800.00)	(22,800.00)		-\$22,800.00	100.0%		
CO #2	Change Order #2: Clearing and Grubbing- Owner Tree Removal	1	LSUM	(800.00)	(800.00)	(800.00)		-\$800.00	100.0%		
CO#03	Change Order #3: Deduct remove seeding	1	LSUM	(\$4,970.00)	(\$4,970.00)	(\$4,970.00)		-\$4,970.00	100.0%		
	A.6 Topsoil Import - Item Not Used	1	LSUM	-\$4,875.00	-\$4,875.00	(\$4,875.00)		-\$4,875.00	100.0%		
	Totals				\$758,297.72	\$758,297.72		\$758,297.72	100.0%		

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8. BUILDINGS/GROUNDS

- a. Director of Buildings/Grounds Report
- b. Snow Removal Contract

a. Director of Buildings/Grounds Report

TO: Board of Park Commissioners

FROM: Craig Pearson, Director of Buildings/Grounds

DATE: September 5, 2023

RE: Buildings/Grounds Report

FACILITIES

The West River Community Center's annual clean week was completed the week of August 14 - 20. This year's clean week was the best managed and best executed clean week that I've been associated with. Marvin and his maintenance staff, along with many of the DPR employees worked long hours to make this a very successful week. The outdoor pool closed for the season on August 22 following the pooch pool party. The outdoor pool has since been drained, cleaned and winterized along with the restrooms and pump house. As previously mentioned, on September 24 Safe Slide will begin a pool slide restoration on the 3 outdoor pool slides and the 2 indoor slides. This restoration will take approximately 11 days to complete. The indoor pool will need to be closed for approximately one week during the slide renovation. Marvin and his staff will drain the pool and perform some necessary maintenance at this time. Brent and Blake will begin making ice in the West River Ice Center's Charbonneau arena starting September 18.

PARKS

Sprint Turf plans are to start installation of the new infield turf at Dakota Community Bank and Trust Ball Park on September 8. If everything goes as planned, the installation should be completed in two weeks. We have recently expanded two of our Crooked Crane trail head parking lots and Scott and his crew are reinstalling perimeter fencing for the new parking spaces. As we move into September the days become shorter and as the weather cools down park maintenance will begin the long process of blowing out irrigation lines and winterizing rest rooms. Because winterization of all the parks and ball fields takes almost a month to complete, Scott will begin blowing out line sometime in the next few weeks. Work at Friendship Park is completed for this season, however we will continue with overseeding grass and planting additional trees next spring.

GOLF COURSE

The Heart River Golf Course held its Labor Day Classic tournament over the weekend and Sam and the maintenance staff did an outstanding job preparing the course. This year the golf course has remained in the best condition most golfers remember thanks to incredible growing conditions and very dedicated maintenance crew. Traditionally September weather produces the best playing conditions of the season and golf maintenance will continue working hard to put out the best maintenance they can deliver with a limited staff.

b. Snow Removal Contract

Motion required.

TO: Board of Park Commissioners

FROM: Benjamin Rae, Executive Director

DATE: September 6, 2023

RE: Snow Removal Contract

Background Information:

Based on last year, the board had asked for staff to pursue additional snow removal options. Staff received proposals from 4 companies/individuals as follows:

Tooz Construction

Shovel: \$110/hour
Dump Truck: \$135/hour
Bobcat: \$125/hour
Sweeper: \$130/hour
Loader with Angle Plows or Pushes: \$190/hour
Blade: \$245/hour
Sand Truck: \$140/hour + Mix
Salt/Brine Truck: \$140/hour + \$30/100 gallons

Winn Construction

Loader: \$155/hour
Bobcat: \$125/hour
Shovel: \$55/hour

Premier Fencing

Big Loader with blade/bucket: \$175/hour
Little Loader with blade/bucket: \$150/hour
Big Skid Steer with bucket: \$130/hour
Little Skid Steer with blade/bucket/broom: \$90/hour
Man: \$60/hour

Russ Heiser

Loader with snow pusher (2): \$170/hour

Staff Recommendation:

Pricing alone is difficult to base a decision on due to differences in equipment. Staff prioritizes the following items for selection of a company.

1. Sand and/or brine is not a priority.
2. WRCC must be done by 5 AM and Ice Center by 6 AM

3. Automatically plow when accumulation exceeds 2".

4. Pricing including pre- and post- job charges.

Staff would eliminate Tooz based on pricing and Winn based on prioritization (concrete projects take priority over snow per staff communication with them). Staff have no preference between Russ Heiser and Premier Fencing as of this report.

Fiscal Impact:

Dependent on snowfall

Impacted Fund:

WRCC Fund

9. RECREATION/FACILITIES

a. Director of Recreation/Facilities Report

TO: Board of Park Commissioners

FROM: Caleb Burgard, Director of Recreation/Facilities

DATE: September 5, 2023

RE: Recreation/Facilities Report

Patterson Lake Recreational Area

We currently have 219 total season passes (196 in August 2022) and had 394 Modern/Primitive August campground reservations (373 in the month of August 2022). Information booth closed for season Monday, September 4th. Modern campground remains open, weather depending. Crooked Crane 100 program May 22nd – September 4th. THS Cross Country meet Thursday, October 5th.

Heart River Golf Course

Have 879 total season passes, compared to 779 in August 2022. Had 5,447 August rounds, compared to 4,492 in the month of August 2022. Kevin Bergman Labor Day Classic, Dickinson Area Builders, Fisher Industries, Army's West, Trinity Boosters, and DHS Booster club tournaments are all upcoming in September. DHS Cross Country meet Thursday, September 21st.

West River Community Center

We have 6,600 total memberships (5,693 annual), compared to 6,352 (5,505 annual) in August 2022. Fall session swim lessons October 9th – November 9th. Badlands self-paced triathlon begins September 11th. Caroline Wood submitted her Facility Supervisor resignation. Position is currently open until filled.

West River Ice Center

We have Pride of Dakota, Out of the Darkness Walk, and SBMC on our remaining calendar of events for off-ice vendors and exhibits. Open public skate resumes September 8th, Friday's and Saturday's 7:00-9:00 pm. Curling fall league continues through October 17th. Charbonneau main arena ice goes in September 18th.

Dickinson Parks and Recreation

We have 38 women's (38 in 2022), and 23 coed (22 in 2022) adult fall volleyball, 3 (5 in 2022) flag football, 12 (9 in 2022) kickball, and 12 (9 in 2022) 3x3 basketball teams registered, with all leagues starting in September. Fall/Winter activity guide now available to the public. Currently hiring for various part time positions. Other upcoming September/October events & programs include our facility orientation course, potluck club, adult lap swim club, elementary cross country meets, playzone, kids cooking class, little cooks, sports & fitness mixer, little artists, tennis lessons, and Halloween ice skating party.

10. BUSINESS/FINANCE

- a. Approval of August Financial
- b. Gress Complex Electrical Upgrade
- c. Executive Director Report
- d. Legal Counsel Report

a. August Financial

Motion is required.



Financial-A
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Dickinson Parks and Recreation
Balance Sheet
As of 8/31/2023

	Y-T-D AMOUNT 2023	Y-T-D AMOUNT 2022	Y-T-D AMOUNT 2021
Current Assets:			
Cash in Bank - ABC (Operating)	\$4,509,628.39	\$4,036,091.38	\$5,355,222.73
Cash in Bank - ABC (Merchant)	4,816.02	3,596.02	4,647.85
Cash in Bank - ABC (Payroll)	(3.93)	(3.93)	0.00
Petty Cash	2,965.00	2,365.00	2,465.00
Prepaid Insurance Premiums	22,379.68	33,160.73	35,140.36
Total Cash and Investments	4,539,785.16	4,075,209.20	5,397,475.94
Accounts Receivable:			
Due from Employees	(778.40)	(783.34)	(378.83)
NSFCheques	0.00	0.00	0.00
Total Accounts Receivable	(778.40)	(783.34)	(378.83)
Total Assets	4,539,006.76	4,074,425.86	5,397,097.11
Liabilities:			
Accounts Payable	0.00	0.00	0.00
Federal W/H & FICA Taxes Payable	0.00	0.00	0.00
State Taxes W/H Payable	3,430.00	3,463.00	3,183.00
Child Support W/H Payable	0.00	0.00	0.00
Garnishment W/H Payable	0.00	0.00	0.00
Flex Spending Account W/H Payable	7,342.31	7,383.98	7,383.98
Medical Insurance W/H Payable	14,887.15	27,474.83	2,513.43
Dental/Vision Insurance W/H Payable	1,084.52	1,867.06	83.90
Life Insurance W/H Payable	115.79	172.53	(42.60)
Retirement W/H Payable	0.00	0.00	0.00
Deferred Comp W/H Payable	0.00	0.00	0.00
United Way Contribution W/H Payable	413.00	487.00	284.00
Tanning Excise Tax Payable	17.32	25.72	58.10
Total Liabilities	27,290.09	40,874.12	13,463.81
Fund Balances:			
Beginning Fund Balances			
Parks & Recreation General Fund	1,156,618.53	916,831.29	525,981.23
Patterson Lake Fund	170,067.02	170,067.02	186,067.02
West River Community Center Fund	0.00	0.00	(14,844.90)
Capital Betterment Fund	384,170.05	327,043.32	336,694.66
Special Assessment Fund	2,817.01	2,654.08	841.09
Emergency Fund	100,088.86	100,088.86	100,088.86
Current Projects Fund	494,728.73	816,500.00	0.00
Future Projects Fund	121,007.81	141,707.88	243,412.88
Parks & Facilities Replacement Fund	5,969.32	16,621.90	389,968.86
Park Land Development Fund	407,041.89	1,361,655.86	690,456.69
Dickinson Park Dist. Foundation Fund	25,500.00	25,500.00	0.00
West River Expansion Fund	13,642.21	13,642.21	13,642.21
Total Beginning Fund Balances	2,881,651.43	3,892,312.42	2,472,308.60
Revenue Over Cash Expenditure	1,630,065.24	141,239.32	2,911,324.70
Total Fund Balances	4,511,716.67	4,033,551.74	5,383,633.30
Total Liabilities and Fund Balances	4,539,006.76	4,074,425.86	5,397,097.11

Dickinson Parks and Recreation
Fund Balance Report
As Of 8/31/2023

	BUDGET AMOUNT	CURRENT PERIOD	Y-T-D AMOUNT	Y-T-D AMOUNT	Y-T-D AMOUNT
	2023 BUDGET	8/31/2023	2023	2022	2021
General Fund:					
Total Revenue	\$3,656,075.00	\$278,194.46	\$3,348,637.08	\$3,306,915.42	\$3,199,350.08
Total Expenses	(3,655,200.00)	(331,221.52)	(2,537,279.84)	(2,630,645.42)	(2,453,477.68)
Net Income/(Loss)	875.00	(53,027.06)	811,357.24	676,270.00	745,872.40
Beginning Balance 1-1	0.00	0.00	1,156,618.53	916,831.29	525,981.23
General Fund Balance	875.00	(53,027.06)	1,967,975.77	1,593,101.29	1,271,853.63
Patterson Lake Fund:					
Total Revenue	0.00	0.00	0.00	0.00	0.00
Total Expenses	0.00	0.00	0.00	0.00	0.00
Net Income/(Loss)	0.00	0.00	0.00	0.00	0.00
Beginning Balance 1-1	0.00	0.00	170,067.02	170,067.02	186,067.02
Patterson Fund Balance	0.00	0.00	170,067.02	170,067.02	186,067.02
West River Community Center Fund:					
Total Revenue	2,338,250.00	476,970.17	1,732,503.33	1,409,251.21	1,348,610.49
Total Expenses	(2,337,900.00)	(239,946.72)	(1,696,400.77)	(1,649,611.11)	(1,587,651.33)
Net Income/(Loss)	350.00	237,023.45	36,102.56	(240,359.90)	(239,040.84)
Beginning Balance 1-1	0.00	0.00	0.00	0.00	(14,844.90)
West River Community Center Fund Balance	350.00	237,023.45	36,102.56	(240,359.90)	(253,885.74)
Capital Betterment Fund:					
Total Revenue	473,775.00	129.76	452,384.64	442,195.22	431,389.41
Total Expenses	(473,775.00)	(10,422.00)	(289,903.59)	(213,724.14)	(129,719.11)
Net Income/(Loss)	0.00	(10,292.24)	162,481.05	228,471.08	301,670.30
Beginning Balance 1-1	0.00	0.00	384,170.05	327,043.32	336,694.66
Capital Betterment Fund Balance	0.00	(10,292.24)	546,651.10	555,514.40	638,364.96
Special Assessments Fund:					
Total Revenue	0.00	0.17	0.71	135.87	1,521.33
Total Expenses	0.00	0.00	0.00	0.00	0.00
Net Income/(Loss)	0.00	0.17	0.71	135.87	1,521.33
Beginning Balance 1-1	0.00	0.00	2,817.01	2,654.08	841.09
Special Assessments Fund Balance	0.00	0.17	2,817.72	2,789.95	2,362.42
Emergency Fund:					
Total Revenue	0.00	0.00	0.00	0.00	0.00
Total Expenses	0.00	0.00	0.00	0.00	0.00
Net Income/(Loss)	0.00	0.00	0.00	0.00	0.00
Beginning Balance 1-1	0.00	0.00	100,088.86	100,088.86	100,088.86
Emergency Fund Balance	0.00	0.00	100,088.86	100,088.86	100,088.86
Current Projects Fund:					
Total Revenue	0.00	0.00	524,632.91	354,978.98	0.00
Total Expenses	0.00	(92,353.53)	(918,723.12)	(364,103.86)	0.00
Net Income/(Loss)	0.00	(92,353.53)	(394,090.21)	(9,124.88)	0.00
Beginning Balance 1-1	0.00	0.00	494,728.73	816,500.00	0.00
Current Projects Fund Balance	0.00	(92,353.53)	100,638.52	807,375.12	0.00
Future Projects Fund:					
Total Revenue	0.00	50,000.00	40,000.00	0.00	251,000.00
Total Expenses	0.00	0.00	0.00	0.00	(5,390.00)
Net Income/(Loss)	0.00	50,000.00	40,000.00	0.00	245,610.00
Beginning Balance 1-1	0.00	0.00	121,007.81	141,707.88	243,412.88
Future Projects Fund Balance	0.00	50,000.00	161,007.81	141,707.88	489,022.88
Parks & Facilities Replacement Fund:					
Total Revenue	0.00	0.00	396,819.70	851,472.20	1,505,564.35
Total Expenses	0.00	0.00	0.00	(511,011.08)	(530,366.84)
Net Income/(Loss)	0.00	0.00	396,819.70	340,461.12	975,197.51

Parks & Facilities Replacement Fund:

Total Revenue	0.00	0.00	396,819.70	851,472.20	1,505,564.35
Total Expenses	0.00	0.00	0.00	(511,011.08)	(530,366.84)
Net Income/(Loss)	0.00	0.00	396,819.70	340,461.12	975,197.51
Beginning Balance 1-1	0.00	0.00	5,969.32	16,621.90	389,968.86
Parks & Facilities Replacement Fund Balance	0.00	0.00	402,789.02	357,083.02	1,365,166.37

Dickinson Parks and Recreation
Fund Balance Report
As Of 8/31/2023

	BUDGET AMOUNT	CURRENT PERIOD	Y-T-D AMOUNT	Y-T-D AMOUNT	Y-T-D AMOUNT
	2023 BUDGET	8/31/2023	2023	2022	2021
Park Land Development Fund:					
Total Revenue	0.00	0.00	0.00	0.00	961,150.00
Total Expenses	0.00	0.00	7.19	(854,613.97)	(80,656.00)
Net Income/(Loss)	0.00	0.00	7.19	(854,613.97)	880,494.00
Beginning Balance 1-1	0.00	0.00	407,041.89	1,361,655.86	690,456.69
Park Land Development Fund Balance	0.00	0.00	407,049.08	507,041.89	1,570,950.69
Dickinson Park Dist Foundation Fund:					
Total Revenue	0.00	0.00	0.00	0.00	0.00
Total Expenses	0.00	0.00	0.00	0.00	0.00
Net Income/(Loss)	0.00	0.00	0.00	0.00	0.00
Beginning Balance 1-1	0.00	0.00	25,500.00	25,500.00	0.00
Dickinson Park Dist Fnd Fund Balance	0.00	0.00	25,500.00	25,500.00	0.00
West River Expansion Fund:					
Total Revenue	0.00	200,000.00	637,337.00	0.00	0.00
Total Expenses	0.00	0.00	(59,950.00)	0.00	0.00
Net Income/(Loss)	0.00	200,000.00	577,387.00	0.00	0.00
Beginning Balance 1-1	0.00	0.00	13,642.21	13,642.21	13,642.21
West River Expansion Fund Balance	0.00	200,000.00	591,029.21	13,642.21	13,642.21
All Funds Total Revenue	6,468,100.00	1,005,294.56	7,132,315.37	6,364,948.90	7,698,585.66
All Funds Total Expense	(6,466,875.00)	(673,943.77)	(5,502,250.13)	(6,223,709.58)	(4,787,260.96)
Total Fund Balances	1,225.00	331,350.79	4,511,716.67	4,033,551.74	5,383,633.30
All Funds Total Profit/(Loss)	1,225.00	331,350.79	1,630,065.24	141,239.32	2,911,324.70

b. Gress Complex Electrical Upgrade

Motion is required.

TO: Board of Directors

FROM: Benjamin Rae, Executive Director

DATE: September 5, 2023

RE: Gress Complex Electrical Upgrades

Background Information:

The lights for diamond #3 run from the control panel in the concession building. The lights need to be moved from that panel to the panel with the other field lights. The concessions building and the lights for the fields will then be on separate meters. The change is required by Montana Dakota Utilities. If the change is not made, the meter will be run at a higher rate and the change in the monthly electrical bill is expected to be approximately \$2,000.

The alternative option is to change the lights to LED so there is a lower load on the system at start up. Switching to LED lights would be significantly more expensive.

Staff Recommendation:

Complete the electrical upgrades

Fiscal Impact:

Not to exceed \$20,000

Impacted Fund:

CB Fund

c. Employee Health Insurance Discussion

TO: Board of Park Commissioners

FROM: Benjamin Rae, Executive Director

DATE: September 6, 2023

RE: Employee Health Insurance

Background Information:

In accordance with the Affordable Care Act, Dickinson Parks and Recreation is required by law as a large employer (exceeding 50 full-time equivalents) to provide health insurance to all qualifying employees (exceed an average of 30 hours per week for the year). In 2021, Dickinson Parks and Recreation switched insurance from the North Dakota Public Employee Retirement System (NDPERS) to the North Dakota Public Health Insurance Trust (NDPHIT) for health insurance needs. As part of the agreement, Dickinson Parks and Recreation paid a \$35,000 initial buy-in and NDPHIT agreed to hold rates for the first two years. Beginning in year 3 (2023), DPRD saw a 16% increase in premiums. DPRD is also facing a 16% premium increase for 2024 which equates to approximately \$53,000. The reason for the significant increase each year is due to a negative loss ratio meaning the district is spending more than they are contributing to the system.

Should the District change providers?

Staff have explored the option of changing providers either back to NDPERS or to a private group health plan. There are 2 hurdles to switching providers. First, NDPHIT requires a one-year notice for leaving the Trust or the District would lose the \$35,000 buy-in. This is a tough timetable to meet if the District cannot verify that another plan would be financially beneficial. Second, changing providers is no guarantee of savings. In fact, NDPERS would be similar in cost and private providers would expose the District to even greater future increases due to our current loss ratio. Therefore, staff now believes that staying with NDPHIT is the best choice.

Should the district increase deductible or out of pocket max amounts?

Staff have requested premium information on six different health insurance scenarios which include raising the deductible and/or raising the out-of-pocket max on our current PPO plan, and three different high deductible health plans (HDHP) with associated Health Savings Accounts (HSA). Changes to the traditional PPO plan for either deductible amount, out-of-pocket max amount, or both decreased the increase in premiums from 16.77% to between 13.49-15.29% while the HDHP options decreased the increase in premiums from 16.77% to between 0.01-2.46%

Should the District partner with another entity to increase the risk pool?

Yes, this may be a future option. However, the Dickinson School District is on a different fiscal cycle, which would make budgeting challenging, and the City of Dickinson is not ready to make a change now. Staff will continue to work with the City of Dickinson on any future changes.

Pros and Cons of staying on a Traditional PPO plan

Traditional PPO plans would be attractive to older employees and/or high health insurance users as they tend to provide lower deductibles and lower out-of-pocket max amounts. However, traditional PPO plans tend to be more expensive in terms of premiums. Switching away from traditional PPO plans may be fiscal painful for heavy insurance users and may encourage those users to seek other employment.

Pros and Cons of moving to a HDHP with HSA

HDHP may discourage users from accessing needed health care due to higher up-front costs in terms of deductibles. This can be mitigated by offering employer contributions or employer matches into the employee HSA account. HDHP will tend to be more expensive for high health insurance users. HDHP will tend to have lower premiums. Lower health insurance users may take advantage of saving for future health expenses.

One employee in our district would be negatively impacted by a change because they would lose the ability to contribute to a flex spending account under the HDHP.

Preferences from employees

The employee committee recommended changes to the health insurance plan that will control premium increases shared between the employer and employee.

Staff Recommendation:

Transition to a high-deductible health plan (HDHP) with associated health savings account (HSA) with adjustments to the employer and employee contributions towards premiums and HSA as follows:

DPRD would cover 100% of the single premium cost and 100% of the single premium cost plus 75% of the remaining premium cost for all other plans. Remaining costs would be the responsibility of the employee.

DRPD would contribute to the employee HSA - \$500 to a single, \$1100 to parent-child, \$1200 to couple, and \$1400 to a family. DPRD would additionally contribute a 1:1 matching amount to the employee HSA - \$500 to a single and \$1000 to all other plans.

Staff believe that this option will keep the plan attractive to most employees while controlling premium costs for the district.

Fiscal Impact:

Approximately \$430,000 which fits within the 2024 preliminary budget

Impacted Fund:

WRCC and General Funds 2024

d. Executive Director Report

TO: Board of Park Commissioners

FROM: Benjamin Rae, Executive Director

DATE: September 6, 2023

RE: Executive Report

Friendship Park Updates:

Drainage upgrades complete.

Seeding complete.

Forestry Grant reimbursement requested.

Phase 1 is now considered complete.

Heroes Park Updates:

Construction will begin this month.

Expected completion: October 2023

Sports Complex Updates:

Soccer field weed spraying and overseeding complete.

Playground Ordered.

Expected completion: Spring 2024

Baseball Field Turf Replacement:

Construction began on August 8th

Turf subcontractor on site September 8th

Expected completion: Approximately September 20th

Ice Center Locker Room Renovation:

4 Locker Rooms substantially complete minus trim work

Framed 5th locker room and ready for drywall

Framing last 2 locker room framing next week

Probably 2 weeks out on mechanical system start-up

Expected completion: October 2023

Fish and Game Subdivision:

Land Conveyance in progress.

Must be completed by December 2023