

**Park Board Meeting
September 12, 2022**

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Regular Meeting at 4:00 pm, Monday, September 12, 2022 at the West River Community Center.

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

MINUTES: MOTIONED BY: Nic Stevenson; SECONDED BY: Jo Marie Kadrmas to approve the meeting minutes from August 8 and August 31. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the August Claims in the amount of \$787,224.50. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

BUILDINGS/GROUNDS

Friendship Park Change Orders (Attachment #1) - This item was removed from the agenda.

Director of Buildings/Grounds Report (Attachment #2) - Director Craig Pearson asked the Board if they had any questions regarding his written report. He added that the Charbonneau rink will start putting up boards tomorrow to get ahead of the project. Commissioner Jo Marie Kadrmas asked about the first public skate. Director of Recreation/Facilities Caleb Burgard said over 100 attended Friday's opening date. Director Pearson also updated the Board on the lights that were out in the ice center parking lot. He said we are waiting on lights to be fixed by Denny's electric.

RECREATION/FACILITIES

Dickinson Dolphins Swim Team Use Agreement (Attachment #3) - Executive Director Benjamin Rae referred to the agreement and said our changes are in yellow; mostly date changes. He said the agreement has been reviewed by legal counsel and that is marked in red. Commissioner Nic Stevenson asked about the fee structure for the Dolphins compared to the Hockey Club. Director Caleb Burgard explained that the fee structure is based on a per lane fee and said it is in our best interest to still allow the public to have access to the pool. President Scott Karsky asked that the Dolphins fees be included on the fee schedule for future planning. Executive Director Rae added that as we go into next year's fee review he will have more time to review the fees for the user groups to make clearer for the Board. MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmas to approve the Dickinson Dolphins Swim Team Use Agreement. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Dickinson Adult Hockey League Use Agreement (Attachment #4) - Executive Director Rae said changes to the agreement were reflected in yellow and changes marked in red are from attorney. Director Rae said we consulted with our insurance company to make sure we are in line with what our insurance should be and the amount listed is appropriate. MOTIONED BY: Zach Keller; SECONDED BY: Nic Stevenson to approve the Dickinson Adult Hockey League Use Agreement. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Hockey Concessions Lease Agreement (Attachment #5) - All changes from the previous year are reflected. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Zach Keller to approve Hockey Concessions Lease Agreement. Commissioner Tim Daniel asked about liability situations, does that go back to the original insurance policy. Director Rae commented, yes it does. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

DHC - West River Ice Center Use Agreement (Attachment #6) - All changes from the previous year are reflected. Director Caleb Burgard pointed out that the fees have been increased from \$64 to \$67. MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmas to approve the Dickinson Hockey Club Use Agreement. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Director of Recreation/Facilities Report (Attachment #7) - Director Caleb Burgard said the only change outside of the written report is the DSU student membership count has been updated to 347. He said that public skating started last week on Friday and Saturday, which was well attended. He reported that the Elementary Cross Country Meet had 156 participants who took part. Commissioner Jo Marie Kadrmas said she has

received very positive comments on the first event. She also said she is happy to see the new Early Out Day Camp that is being held on early release school days.

BUSINESS/FINANCE

Approval of Pledge Securities (Attachment #8) - MOTIONED BY: Zach Keller; SECONDED BY: Nic Stevenson to approve the monthly pledged securities. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

August Financial Statement (Attachment #9) - Executive Director Benjamin Rae said there have been significant payments made for Friendship Park in the month of August. Commissioner Kadrmas said she noticed the balance was 5.3 last year and this year it is around 4 million and is wondering if it was due to the infrastructure payments. Commissioner Zach Keller said it could have something to do with the Patterson Lake lot sales that we saw last year. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the August Financial. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Fee Adjustments (Attachment #8) - Executive Director Benjamin Rae reviewed the executive summary that he provided. He feels confident on where we have put these fees but said he will need more time over the course of the year to review. Commissioner Jo Marie Kadrmas said she feels like they are all in line but commented that the Kids Fit fee may want to stay at \$3 instead of being increased. Director Rae said the thought process was to increase to encourage more membership usage. She agreed and said the \$4 drop in fee is fair if the program is included in the membership. Commissioner Zach Keller asked about the dramatic increase in golf cart storage. Director Rae said the higher price is for the new cart storage building with individual stalls. President Scott Karsky asked about the old building vs new building. Benjamin said the old will increase \$25 and an extra \$100 for new storage building and the new building will have individual access doors. Zach Keller asked about the annual trail fee. It was determined that the golf storage usage on the fee schedule is actually the annual trail fee. Discussion followed if the annual trail fee could be paid on a per use basis. MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve the 2023 Fee Schedule. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Friendship Park Pay Sheet (Attachment #11) - This item was removed from the agenda.

Executive Director Report (Attachment #12) - Executive Director Benjamin Rae said we do not need a separate meeting to approve the budget, we will meet the deadline by doing it at the next regular meeting. He reported that we recently had an evaluation of insurance on our facilities. For example, WRCC building insurance will be increased to \$42 million. As a whole, going up about \$10,000 for 2023 to reflect valuation changes. He said it is good in the long run but hurts in the short. Director Rae said he is open to having any board member come in individually to go over individual line items for the budget. He stated that he is working on a use agreement for the Patterson Lake septic areas. We have the first draft and will bring it to the board for the October meeting. He also said he is looking for feedback on the executive summaries - is it helpful to the board. Commissioner Kadrmas said she feels that having the extra few days is very helpful and she thanked the staff. Commissioner Keller also said he believes it is helpful as well. Director Rae congratulated Caleb Burgard on his new position as Director of Recreation/Facilities; he feels it is well deserved. He then said the next step is to work on filling the manager position.

Legal Counsel Report - Legal Counsel Adam Bothun had nothing to report.

Adjournment - MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Nic Stevenson to adjourn the meeting at 4:37 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President