

**Park Board Meeting
January 8, 2024**

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Regular Meeting at 4:00 pm on Monday, January 8, 2024, at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Karsky, Tim Daniel, Zach Keller, Jo Marie Kadrmass, 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.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

APPROVAL OF AGENDA – MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the agenda. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

SPECIAL APPEARANCE – Rod Lindborg, 25 years of service recognition. The Park Board thanked Rod for the past 25 years of service to the golf maintenance department.

CONSENT AGENDA – MOTIONED BY: Zach Keller; SECONDED BY: Nic Stevenson to approve the Consent Agenda items as presented, which includes the Park Board meeting minutes from December 11; December Claims in the amount of \$520,133.67 and the Pledged Securities. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

BUILDINGS/GROUNDS

Director of Buildings/Grounds Report – Director Craig Pearson provided a written report. He commented that the parks crew will continue to flood the outdoor ice rink and he feels confident that they will be ready by next weekend with the weather forecast. Director Pearson said he is in the final process of the forestry grant for Friendship Park, saying that we passed the first round and receiving the grant looks promising. He said we will use the grant dollars for approximately 60 trees along the new walking path.

Racquetball Court Renovation – Director of Buildings/Grounds Craig Pearson said the insurance claim was denied because it was deemed to be a mechanical design flaw in the building. The damage to the walls requires the replacement of the existing panels with new panels. The quote provided is for new wall panels and the work would be completed by our maintenance staff. There is damage to the wood flooring as well, but we do not have a quote for that portion. Director Pearson said the total cost to do the repairs for ceiling and front wall is \$10,695.64. The flooring estimate is replacing the front third of court, cost is approximately \$7,000 to \$10,000. The total cost for the whole project is \$20,000 approximately. He said the bottom line is if we use the court for anything else we would still need to do these repairs. Discussion followed on the usage of the racquetball courts. Director Caleb Burgard said the usage is only around 3%, and said we are confident that if we do the repairs, we will use the court outside of racquetball and said he feels comfortable getting rid of one court and leave 2 remaining racquetball courts. Commissioner Tim Daniel asked if it makes sense to wait and decide what we want to do with it before making the repairs. Executive Director Benjamin Rae said the walls need to be replaced but the floor could be held off. Discussion followed. MOTIONED BY: Zach Keller; SECONDED BY: Nic Stevenson to approve the quote as presented and wait until we have numbers on the flooring. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Prairie Engineering WRCC HVAC Report – Executive Director Benjamin Rae reviewed the assessment of our existing HVAC system and the possibility of bringing it into one central station and to do a quote to add air conditioning to the tennis courts addition. The bottom line is over the next five years there is \$1.3 to \$1.9 million dollars of work that could be done on the system based on its age. Most of the HVAC components are reaching the end of their lifespan and will be due for replacement in the next 0 – 5 years. While this doesn't mean those components need to be replaced immediately, funds should be set aside for replacement soon. He said the board has approved \$250,000 in the 2024 budget for HVAC renovations. From the report, staff has identified \$110,000-\$225,000 in repairs that we believe should be included in the initial repairs including controller updates, air intake louver, and motor/VFD replacement. Staff will work with vendors on identifying exact costs and bring those to the board for review in the coming months. Zach said with the half cent sales tax, he wants to explore that more and get more of the allocation for the half cent sales tax, he proposes a meeting and believes there is a disconnect there. Director Rae said we received \$525,000 and will get another \$525,000 next year. Once the building is paid off, we will be getting approximately \$1.3 million, we will start accumulating and will be keeping more of that in house. He anticipates that we will have the funds that are needed. Benjamin said he feels comfortable that we'll be able to address the funding needs. Director Rae said he wants to focus on this in a board workshop, he has a few ideas on how we can adjust our funds and ways to free up resources in other ways. He said there is no action needed for this item at this time.

RECREATION/FACILITIES

Director of Recreation/Facilities Report – Director Caleb Burgard provided a written report. He added that we had 8 participants for the recent lifeguard certification course, futsal league has 4 men's and 4 women's teams and said we will start an adopt a park program this spring. Discussion followed on pickleball lessons. Commissioner Jo Marie Kadrmass asked about the adopt a park program. Director Burgard said there will be an application process and any group can sign up. He added that we will be the second in the state to have the adopt a park program. Discussion followed.

BUSINESS/FINANCE

December Financial – Executive Benjamin Rae commented that the 2023 financials look good. The December financial is preliminary and will be approved in February.

Trinity Easement – Executive Director Benjamin Rae said this is for the sidewalk by Trinity to Rocky Butte Park and he recommends approval. MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve the Trinity Easement as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Hafner Easement – Executive Director Benjamin Rae reviewed the Hafner Easement request which is south of Patterson Lake. He said legal counsel has reviewed and he recommends approval. MOTIONED BY: Nic Stevenson; SECONDED BY: Tim Daniel to approve the Hafner Easement as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

2025 Budget Priorities – Executive Director Benjamin Rae reviewed the 2025 Budget Committee Strategies. He said the budget committee has identified several strategies for the budget process. The strategies will be used moving forward to plan for future budgets and shape the financial direction of Dickinson Parks and Recreation and will be reviewed on an annual basis. He said Goal 1 is to adjust the general fund mill levy as needed to maintain level of service. The focus will be on maintenance of existing infrastructure before the construction of new infrastructure. Goal 2 is to review all park district debt and evaluate the effect of higher interest rates on new municipal leases. Goal 3 is to review fees in June. Goal 4 is to review part-time salaries with particular focus on areas that we are struggling to fill or that are behind market rate. Goal 5 is to review full-time salaries and implement a grade and step program including a new evaluation process and market wage analysis. Goal 6 is to review NDPHIT health insurance options. Goal 7 is to review and replace DPRD financial and payroll software systems and Goal 8 is to review park district investments. Commissioner Nic Stevenson commented that when we review fee schedules, it might be more helpful to push off to have more current data for the next year, especially on the golf course side. He said it could just be for seasonal items like the golf course. Discussion followed.

Executive Director Report – Executive Director Benjamin Rae stated that we received the Marathon Petroleum grant towards the Crooked Crane Trail for \$50,000 and he intend to apply for the recreational trails grant from the State of ND. He added that he's been working with Chief Cianne to provide free memberships to the community center for all sworn police officers in the city. The city will give us \$50,000 upfront in exchange to provide free memberships for the next five years. Director Rae said he's also been working with the hockey club to have more pride in ownership with the teams; one team spent time cleaning locker rooms. The hockey club is committed to every team helping to maintain the facility.

Legal Counsel Report – Legal Counsel Randy Sickler said he has nothing more to add than what was presented.

Adjournment – MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to adjourn the meeting at 4:53 pm. All aye, motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President