

**Park Board Meeting
January 9, 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, January 9, 2023, at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Karsky, Tim Daniel, 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 Randy Sickler and Clerk Leah Hoenke. Commissioner Jo Marie Kadrmas was absent.

MINUTES: MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the meeting minutes from December 12 and December 20. Roll call vote: Ayes-4; Nays-0; Absent-1 (Kadrmas). Motion carried.

CLAIMS: MOTIONED BY: Zach Keller; SECONDED BY: Nic Stevenson to approve the December Claims in the amount of \$1,013,014.20. Roll call vote: Ayes-4; Nays-0; Absent-1 (Kadrmas). Motion carried.

BUILDINGS/GROUNDS

Director of Buildings/Grounds Report – Director Craig Pearson reviewed his written report and asked if there were any questions. Commissioner Nic Stevenson asked if the cross-country trails are being used. Craig said yes, they are being groomed every day and are being used with the amount of snow we have. President Scott Karsky asked about outdoor ice rinks. Craig said we are flooding usually once a week and they are getting used quite a bit. Commissioner Zach Keller asked about the facility maintenance position and asked if we are hiring additional maintenance. Craig responded that we have two specialist positions open because Jeremy Shypkowski moved to the Recreation/Facilities Department.

North Dakota Forest Service Grant Contract – Director of Buildings/Grounds Craig Pearson said we did receive the grant from the North Dakota Forest Service America the Beautiful Tree Planting. We received \$9,558 which covers approximately 50 trees. This grant requires a 50/50 match and is a reimbursement grant. The Board has approved \$10,000 as part of the 2023 operating budget for tree planting. Executive Director Benjamin Rae said the staff's recommendation is to approve the contract with the forest service.

MOTIONED BY: Nic Stevenson; SECONDED BY: Tim Daniel to approve the agreement between the North Dakota Forest Service and Dickinson Parks and Recreation. Roll call vote: Ayes-4; Nays-0; Absent-1 (Kadrmas). Motion carried.

RECREATION/FACILITIES

Director of Recreation/Facilities Report – Director Caleb Burgard reviewed his report. He said other items to point out is the golf storage email was sent out to 16 existing storage holders based on longevity. After the February 1 deadline, we'll continue to work off the list and then will send out renewal invoices for the existing sheds. Director Burgard reported the total WRCC memberships are at 6,223. He said there will be a customer service training for our staff focusing on facilities that we manage. Based on that we'll prioritize part time frontline staff to go through the same training. He also reported that we received 18 applicants for the Program Supervisor position. Commissioner Nic Stevenson asked about the youth basketball tournament that was rescheduled. Director Burgard said it was re-scheduled due to other community tournaments and gym availability, basically we came to the consensus that January wouldn't work and pushing it to February would be best. He said those dates were set when the school year started. Commissioner Stevenson suggested trying to book out as far as we can and share the information with other park districts to try and avoid the date challenges. Another suggestion is the option of digital registration.

BUSINESS/FINANCE

Approval of Pledge Securities – Provided for informational purposes only.

2022 Audit Contract – Executive Director Benjamin Rae said the district has contracted with Haga Kommer Certified Public Accountants for several years to handle the annual audit as required by law. He said they have put in a proposal for the coming year and staff recommendation is for approval of the audit contract. Director Rae said the fee is up about 5 percent this year which is what we have seen on other contracts as well.

MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the contract to Haga Kommer CPA to handle the 2022 District audit. Roll call vote: Ayes-4; Nays-0; Absent-1 (Kadrmas). Motion carried.

Approval to Bid for Baseball Turf Replacement – Executive Director Benjamin Rae said we have been working toward this for over a year, working with APEX engineering to put together bid documents. Today's approval is to go out to bid. We'll do an as is design with alternates 1 and 2. He said we have secured \$100,000 from Dakota Community Bank & Trust towards the field along with \$30,000 from Dickinson State University and \$30,000 from Dickinson Baseball Club and Dickinson High School has said they are willing to donate but are looking for trade of services. He also said the Badlands Big Sticks will contribute \$5,000/year as part of their agreement. Commissioner Nic Stevenson asked about Big Sticks contract, is the \$5,000 meant for normal maintenance? He feels like this is above and beyond normal maintenance. Director Rae said it is supposed to be towards new improvements. Commissioner Stevenson commented that he's comfortable with the \$5,000 but thinks it is important to note for future contract renewals. Director Rae said he would make note to continue to have those discussions. Discussion followed on the usage of the facility. MOTIONED BY: Nic Stevenson; SECONDED BY: Zach Keller to approve the bid process for the replacement of artificial turf at Dakota Community Bank & Trust Ballpark. Roll call vote: Ayes-4; Nays-0; Absent-1 (Kadmas). Motion carried.

Park District Administrative/Project Plan – Executive Director Benjamin Rae reviewed the Administrative/Project Plan and said we are already starting to look toward the 2024 budget. He reviewed the budget committee strategies for 2024 that the budget committee has identified. He said the plan is to increase capital betterment to 5 mills; adjust general fund mill levy as needed to maintain level of service; review all park district debt; review fees on annual basis; review part time salaries and NDPHIT health insurance options; review maintenance, equipment fleet and project plans and participate in the City of Dickinson full-time wage analysis. Director Rae then reviewed the staffing assessment with two positions on the list for 2024. He then reviewed the park playground installation plan saying that Simpson Park was designated for 2023, he said he would like some flexibility to evaluate if there is better use of that money in other areas. There are other playgrounds coming on board which are Friendship Park and the sports complex playground. He asked the board if they are willing to explore other options or stick to this plan. Commissioner Nic Stevenson said he is open to choosing where it is most necessary. Director Rae said one of the ideas was to utilize some of those funds to finish off Heroes Park. Commissioner Zach Keller thinks that Simpson Park may be a good case study with there being other parks in the neighborhood – we could leave it open to other possibilities. Director Benjamin Rae mentioned that the parks will be included in a public needs assessment survey that will be coming out. He then reviewed the Quality of Life Project Encumbrances – this gives an idea of what has already been encumbered and said the city is looking to possibly increase the quality of life funds. Director of Buildings/Grounds Director Craig Pearson said Simpson Park is probably the worst condition park, he believes it gets used quite a bit. He also said St. Wenceslaus put in their own playground and that takes away some of the use. Director Rae then moved on to Capital Betterment Project Encumbrances that shows there is \$230,000 in 2023 – he said we are evaluating projects right now and will bring to the board the ones that are most needed right now. He then reviewed the equipment plan, he said we need to add an additional mower to accommodate the sports complex, most likely in the \$30,000 range. Director Rae reviewed the 2023 Capital Betterment allocations, gives a general idea of funds but he would like it to be more project based rather than area based. He said this is what was approved as part of the 2023 budget, but he will bring more specifics on how it will be used. Discussion followed on raising the mills, he said you cannot go past 5 mills for capital betterment.

Septic Agreements – Executive Director Benjamin Rae stated that there are two agreements for septic on Park District property. Legal Counsel Randy Sickler said that they may be approved jointly. MOTIONED BY: Nic Stevenson; SECONDED BY: Zach Keller to approve the Revocable Non-Exclusive Agreement between the Park District and Rick Mellmer and Gloria Mellmer along with the Land Use Agreement between the Park District and Loren Adams. Roll call vote: Ayes-4; Nays-0; Absent-1 (Kadmas). Motion carried.

Friendship Park Pay Applications – Executive Director Benjamin Rae reviewed two payment applications for Friendship Park for payments based on current progress.

Tooz Construction Pay Application #6 – MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve payment of \$15,780.00 for the Tooz Construction Pay Application #6. Roll call vote: Ayes-4; Nays-0; Absent-1 (Kadmas). Motion carried.

BC6 Builders Pay Application #2 – MOTIONED BY: Nic Stevenson; SECONDED BY: Zach Keller to approve payment of \$36,768.00 for the BC6 Builders Pay Application #2. Roll call vote: Ayes-4; Nays-0; Absent-1 (Kadmas). Motion carried.

Executive Director Report – Executive Director Benjamin Rae reviewed his written the report. He noted that the survey results are included in the report which includes golf survey and marketing survey results.

Survey Results – President Scott Karsky asked if the board had any comments on the survey results, he thinks overall it is very favorable. Discussion followed. Commissioner Tim Daniel asked about our relationship with Green 19. Executive Director Benjamin Rae said they are in a one-year renewable period, every year they must designate their plan to continue. He said one of the challenges they had was staffing. Director of Recreation/Facilities Caleb Burgard said they met with Brett Lefor and had good conversation and thinks it was helpful sharing the survey results with him.

Pickleball Lines at WRCC – Executive Director Benjamin Rae stated that we would like to paint pickleball lines on the indoor tennis courts WRCC and wanted to give the board an opportunity to express their opinions. Commissioner Nic Stevenson said it is a good multi-use facility and he’s in favor. President Scott Karsky said he’s very much in favor of getting that done. Director Rae said the tennis club is aware of our intention as well, he said it was well received. Director Caleb Burgard said the USTA is leaning towards more of a partnership with pickleball and we aren’t seeing the push back like in the past. Director Rae said he thinks it helps that we are making a commitment to tennis by helping with the DSU tennis courts.

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

Adjournment – MOTIONED BY: Zach Keller; SECONDED BY: Nic Stevenson to adjourn the meeting at 4:54 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President