

**Park Board Meeting  
October 10, 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, October 10, 2022 at the West River Community Center.

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

MINUTES: MOTIONED BY: Nic Stevenson; SECONDED BY: Tim Daniel to approve the meeting minutes from September 12 meeting and September 12 Budget Hearing. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

CLAIMS: MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmas to approve the September Claims in the amount of \$558,236.20. Roll call vote: Ayes-4; Nays-0; Absent: 1 (Keller). Motion carried.

2023 BUDGET APPROVAL - CERTIFICATE OF LEVY - Executive Director Benjamin Rae reviewed the Certificate of Levy. He said there have been no changes made from the preliminary budget. The total 2023 tax levy is \$2,216,450.00. He said we were able to lower the dollar amount for staff benefits and money was re-allocated to our insurance needs, other than that there were no changes. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

SPECIAL APPEARANCE - JON SCHARDIN - 15 YEARS OF SERVICE - Park Board President Scott Karsky presented Park Operations Supervisor Jon Schardin with a 15 years of service award for his dedicated service. The board thanked Jon for his hard work.

#### BUILDINGS/GROUNDS

Friendship Park Change Orders (Attachment #1) - Scott Schneider from APEX Engineering presented two change orders for Friendship Park. The first one from BC6 Builders is to remove park benches and trash receptacles along with the aggregate that is donated by Fisher Industries for total deduct of -\$20,388.00. MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmas to approve the Friendship Park Change Order from BC6 Builders in the amount of -\$20,388.00. Roll call vote: Ayes-4; Nays-0; Absent: 1 (Keller). Motion carried.

Mr. Schneider presented the second change order from Tooz Construction. He said change order two is also a deduct with part 1 being the aggregate deduct from Fisher's donation. The other item is to remove the irrigation system from the contract for a total deduct amount of -\$65,600. Executive Director Benjamin Rae said we were expecting these deducts to bring down the total dollar amount of the project. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Nic Stevenson to approve the Tooz Construction change order in the amount of -\$65,600.00. Roll call vote: Ayes-4; Nays-0; Absent: 1 (Keller). Motion carried.

Dickinson Hockey Club Locker Rooms Construction (Attachment #2) - Executive Director Benjamin Rae said the hockey club presented the additional locker room space to us a couple months ago, originally they were hoping it would be associated with a third sheet but due to immediate needs they want to move forward on the construction of locker rooms. He explained that this is a Memorandum of Understanding (MOU) with the District and Hockey Club. It is on our property and will become our responsibility; they will pay for the remodel and addition to the east side of the building. He said with this approval we want to attach their final contract and design from Roers, contingent upon approval. Commissioner Nic Stevenson asked if we require proof of funding, are there safeguards for things like that? Legal Counsel Randy Sickler said in this instance the hockey club has their money in order, but you raise a good point. He said the reason we want to see the Roers contact is knowing what their plans are and the funding scenario. It is a unique relationship, this is why we have the MOU so they have to keep us up on

the progress. Mr. Sickler said that the motion should be subject to approval of the final contract with Roers. Commissioner Stevenson asked if they are working directly with Roers. Director Benjamin Rae said yes they are working directly through Roers, saying that if we run the project through the district, we will have to go through the public bid process. President Scott Karsky entertained a motion to approve the MOU contingent upon the review of the final contract. MOTIONED BY: Nic Stevenson; SECONDED BY: Jo Marie Kadrmass to approve the MOU contingent upon approval of the Roers contract with Dickinson Hockey Club. Roll call vote: Ayes-4; Nays-0; Absent: 1 (Keller). Motion carried.

Director of Buildings/Grounds Report (Attachment #3) - The only change to the written report is the Gress Complex playground is out and the timeline for installation will be this week. He said Scott Mack and crew have started the golf cart shed. They will work on it as time allows and should take until the next golf season. Director Pearson also said greens at the golf course look really well after aerification and the next big project will be draining the irrigation and putting down hydro mulch. If we have a decent winter we should be in good shape come spring.

#### RECREATION/FACILITIES

Dickinson Dream Basketball Use Agreement (Attachment #4) - Director of Recreation/Facilities Caleb Burgard reviewed the agreement with Dickinson Dream. He said they are using our facilities this fall for their basketball program. This draft includes all insurance, rental fees, etc. MOTIONED BY: Jo Marie Kadrmass; SECONDED BY: Tim Daniel to approve the Dickinson Dream Basketball Use Agreement. Roll call vote: Ayes-4; Nays-0; Absent: 1 (Keller). Motion carried.

Director of Recreation/Facilities Report (Attachment #5) - Director Caleb Burgard said the Patterson Lake campground is now closed. He reviewed the golf course, saying the Last Chance Golf Tournament went well with 16 teams participating. He said rounds have been good, up from year to date last year. He also said we are up 65 season passes from last year. We have 29 people on the waitlist for golf storage and will first offer new spaces to existing storage users based on longevity. Director Burgard also reviewed the WRCC memberships, saying they are down from last month due to outdoor pool closing. President Scott Karsky asked about the number of university memberships. Commissioner Tim Daniel said the number living on campus is drastically up from previous years. Commissioner Jo Marie Kadrmass asked about personal training. Director Burgard said TJ Dempsey and Ryan Fink are actively training. He said we will get Group Fitness Coordinator Brianna Baker involved to possibly start more group training.

#### BUSINESS/FINANCE

Approval of Pledge Securities (Attachment #6) - MOTIONED BY: Nic Stevenson; SECONDED BY: Tim Daniel to approve the September Pledged Securities. Roll call vote: Ayes-4; Nays-0; Absent: 1 (Keller). Motion carried.

September Financial Statement (Attachment #7) - Executive Director Benjamin Rae reviewed the financial saying that the general fund revenue is up significantly this year. Also have increases in utilities that have affected the general fund. At WRCC, we are seeing good revenue increases but have been knocked down by utility increases and personal training area expenses. Director Rae reported that we have four Patterson Lake cabin lots that are still paying the lease and have had two sales this quarter. Moving forward, we haven't had any interest in the remaining individuals purchasing. MOTIONED BY: Jo Marie Kadrmass; SECONDED BY: Tim Daniel to approve the September Balance Sheet. Roll call vote: Ayes-4; Nays-0; Absent: 1 (Keller). Motion carried.

3rd Quarter Financial Review (Presentation) - Executive Benjamin Rae showed a PowerPoint of the third quarter financials. He said the general fund three year trend is showing that it is up in revenue but also up in expenses. He said the golf course is the biggest driver in revenue this year. On the expense side, the ice center maintenance costs and utilities are up significantly, trending to be up \$50,000 over last year. Patterson Lake has seen an increase in revenue that is driven by lot sales. Patterson daily visits are up compared to last year and camping is pretty consistent over the course of the last three years. He then showed the West River Ice Center

showing the revenue is up a little from last year but expenses are really high due to compressor costs. He said we lose money every year at the ice center but it is significantly up from previous year. We have quite a bit of deferred maintenance at the center that we'll need to address to be successful. For the golf course, the biggest revenue increase is in greens fees, showing really good revenue this year. To project into 2023, the Pheasant Country Golf Course at South Heart at best will open mid-summer which should make for a good year next year as well. He said season passes are up and rounds are down due to spring snow storms. Director Rae then presented the numbers for the West River Community Center, showing revenue is up, but maintenance and utility costs are also up. Maintenance costs at the outdoor pool were high. He said we are about where we were before, trending almost exactly equal to last year. What we will ask from the City will be comparable to last year. On the membership side, annual memberships are the top driver of memberships. In 2020, all memberships were \$1.1 million, 2021 was \$1.28 million and this year we are \$1.3 million which is showing a good trend. President Scott Karsky asked if we should ask the city for more due to repair costs. Director Rae said he has already laid the framework of what that will look like for 2024. The city is asking us to have the numbers together by February of 2023 so they anticipate what to expect. He said the roof is the number one priority. He then reviewed the outdoor pool, showing we were open 66 days out of 79. Concessions revenue was really good with 10 less days of opening. Lastly, Director Rae showed a slide on Patterson Lake lot sales to date. He said we've done about 2 million dollars in lot sales. President Scott Karsky asked the Park Board members where their priorities are; he would like them to bring a list with their top 5 projects they have in mind by the end of year.

Condensing Tower Replacement (Attachment #9) - Executive Director Benjamin Rae reviewed the condensing tower replacement at the West River Ice Center. He said Cimco provided the quote and they have told us that unless we address this they won't do next year's startup process. They want us to go with the stainless steel option to last longer. There are some things that will have to be delayed out of our capital betterment budget but we feel like this is a priority to keep the ice center up and running. Commissioner Jo Marie Kadrmas asked if we have had conversations with the hockey club, that they had mentioned they would be willing to work with us. Director Rae said they want us to apply the dollars to their ice time. His concern is that we use the ice time dollars for the operating expenses. At the end of the day, we as a staff prefer that they spend their money on getting the locker rooms up to date and be usable. President Karsky said he doesn't like having to delay other items but for future planning we need to have discussions on increasing our emergency fund for instances like this. Commissioner Nic Stevenson asked if there is a discussion with the hockey club on a cost share for wearable areas. Director Rae said he believes there should be more pride in ownership of this facility and they could do a lot to help us stay up on these maintenance issues and keep the building in better shape. He said we will be meeting with all user groups and this will be a topic of conversation. President Karsky asked if we could ask them to be on the line for a dollar amount if the compressor doesn't last 10 years. Director Rae said we could put it on the table. Commissioner Tim Daniel agreed, we should try to alleviate as much of the costs as possible. Commissioner Jo Marie Kadrmas said the additional costs put us down over \$300,000 and that makes her uncomfortable. She said because this year is so unprecedented due to rising utility costs, could we go back to the hockey club and ask for more? Director Rae said we have \$200,000 that we have not spent in the capital betterment fund from 2022. Director Rae said the hockey club has been very fair in bringing funds to the table when needed. He said if the board is not comfortable, we are more than happy to go back and try different and more creative ways to do this but it will set back the timeline. He said we should not entertain summer ice unless they are willing to pay the entire expenses. President Karsky said he agrees, they are paying for the locker rooms but summer ice needs to be revenue neutral. Commissioner Nic Stevenson said he thinks this is important, are they comfortable in sharing the costs, either paying it out yearly or sharing the costs now. He said we have to figure out a way to get it done. Director Rae said he thinks \$200,000 is a good value and is a reasonable quote. Commissioner Nic Stevenson asked Benjamin if something else comes up unexpectedly, does he feel comfortable moving forward. Director Benjamin Rae said yes he's comfortable where we are financially. Commissioner Kadrmas said as long as the conversations take place on additional costs from the hockey club, she is good with this. MOTIONED BY: Nic Stevenson; SECONDED BY: Tim Daniel to move forward with purchase of stainless steel option of condensing tower and have

conversations with hockey club on cost sharing. Roll call vote: Ayes-4; Nays-0; Absent: 1 (Keller). Motion carried.

Toro Irrigation Contract (Attachment #10) - Executive Director Benjamin Rae stated that this is included in our 2023 Budget. This is for much needed upgrades to our golf course irrigation system. Director of Buildings/Grounds Craig Pearson said this is the way the technology has moved, saying that currently we don't have support with Toro because our system is so old. He said the system can be taught and understood by anyone that works out there; it will be an incredible improvement. Commissioner Jo Marie Kadrmas asked if this is just the control center. Director Pearson said yes, we are getting the satellite units, programming and setup. It can be controlled from a smartphone. He thinks the price is good and is at zero interest offered through Toro financing. Commissioner Tim Daniel said this is one of our revenue makers and condition of course is important, he is in favor. Commissioner Nic Stevenson asked about the timetable of how long this system will last. Director Pearson Craig said it is hard to say with how fast technology advances; his guess is that we are good for another 10-20 years. He said you get software upgrades and there is someone on hand for support 24/7. MOTIONED BY: Tim Daniel; SECONDED BY: Nic Stevenson to approve the Toro bid for the irrigation system in the amount of \$149,006.90. Roll call vote: Ayes-4; Nays-0; Absent: 1 (Keller). Motion carried.

Friendship Park Pay Sheets (Attachment #11) - Scott Schneider from APEX reviewed pay applications from Tooz Construction. He said there are pay app #2 and pay app #3 with progress being 60% complete. The playground equipment is on site. Commissioner Jo Marie Kadrmas asked about the account that the funds are coming from. Director Rae said once these are approved we will submit to get disbursements from the Land and Water Grant as well as donation funds from Friendship Park committee. He said there is \$450,000 from the land and water grant; \$325,000 from private fundraising and the last time he spoke with them they are above that. Funds also come from commitments from Stark County, City of Dickinson and Park District. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve pay application #2 from Tooz Construction in the amount of \$227,785.70. Roll call vote: Ayes-4; Nays-0; Absent: 1 (Keller). Motion carried. MOTIONED BY: Nic Stevenson; SECONDED BY: Jo Marie Kadrmas to approve pay application #3 from Tooz Construction in the amount of \$128,694.76. Roll call vote: Ayes-4; Nays-0; Absent: 1 (Keller). Motion carried.

Executive Director Report (Attachment #12) - Director Benjamin Rae said other than the written report, he recently met with police regarding Heroes Park and they recommended going with option 2. Commissioner Nic Stevenson asked about the DSU Sports Complex, will we have an MOU? Director Rae said it has been drafted and is now with the university for their review. It will be brought back to this board for final approval. He said the university has agreed to take care of long term projects and we will do the maintenance, mowing, fertilizing, and they will pay for the water. They will maintain everything that is outside of the fence line. Director Rae said he feels like it is a good agreement. Commissioner Stevenson said in turn we will have agreements with other groups like Dickinson Diamonds. Director Rae said it may end up that the university has control over the other user group usage.

Legal Counsel Report - Legal Counsel Randy Sickler had nothing additional to report.

Adjournment - MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Nic Stevenson to adjourn the meeting at 5:21 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

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Clerk

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President