

**Park Board Meeting
October 11, 2021**

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 11, 2021 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, Tim Daniel, Jo Marie Kadrmas, Scott Karsky. Director of Buildings/Grounds Craig Pearson, Executive Director James Kramer, Attorney Randy Sickler and Clerk Leah Hoenke. Commissioner Zach Keller was absent.

APPROVAL OF MINUTES: MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the September 13 meeting minutes. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

CLAIMS: MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve September Claims in the amount of \$1,160,078.12. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

Projects Update (Attachment #1) - Executive Director James Kramer reviewed the current list of projects that will be used to plan for projects next year. He said there will possibly be a workshop to review and plan for the projects. Commissioner Jo Marie Kadrmas asked about the indoor pool renovation. Director Kramer said that is in the 3 year plan with the City which includes pool mechanical issues; in 2023 all new youth playground in leisure pool, drywall, and stairs up to waterslide and window damage will all be addressed. In 2024 is carpet and interior items such as doors and anything that needs to be replaced.

Equipment Lease Update (Attachment #2) - Executive Director Kramer gave a rundown of the equipment package with Toro. He reviewed items that we have identified to be replaced and stated that this doesn't change anything with financing.

Director of Buildings/Grounds Report - Director Craig Pearson reviewed winterizing of ballparks irrigation along with parks irrigation. He said there was a water issue at the Mustang Complex so they blew out irrigation earlier than planned. The Pride Park play equipment was replaced along with the shelter. He said the wood chip projects have been delivered and plan to have all parks finished as well as all borders. Director Pearson said this week they'll winterize Patterson Lake; all new park signs are up and finished. For facilities, the Charbonneau rink ice has been put in and they will start winterizing the outdoor pool, and start on the Mortenson storage area that is being converted to personal training space. At the golf course, he reported the Last Chance Tournament is coming up; they will continue with tree removal and stump removal, and have new trees replaced in May of next year. He said they started the process of aerifying the tee boxes which will be an ongoing process this fall. They will wait to blow out the irrigation system as late as possible, and will follow the weather. He said the last day the irrigation system is running, the greens will be flooded as part of the process, then we'll decide how to protect the greens going into the winter. There is a new water tank inside the shop and will be able to water the greens as needed if we have a winter like we did last year. Commissioner Scott Karsky asked about a follow up on the chlorine incident. Director Pearson said we will be installing an automatic shut off for the chemicals. Executive Director Kramer said our insurance company is working with the insurance company of the contractor that was working that night. Commissioner Jo Marie Kadrmas asked about any ideas on how to get rid of pigeon droppings in the entryway of WRCC. Director Pearson said we are trying a new product that can be used in the area they like; that is supposed to prevent the pigeons from being in that area. That is our next attempt. He said they want to do the right thing and make sure it is done right to solve the problem. They have tried everything otherwise and this new substance is supposed to be very effective.

Director of Recreation/Facilities Report - Director of Recreation/Facilities Matt Mack was absent. Commissioner Tim Daniel asked about private cart sheds, he said he gets questions and comments from individuals regarding more private cart availability. He asked for a feasibility study regarding cart rentals and storage. Commissioner Daniel said he hears countless conversations about people who are willing to be a member if there are more cart storage opportunities. He would like to see a breakdown of the revenue from private carts. He said it is something he hears a lot about, especially this last year. He's heard it from a number of people who are members at South Heart who are willing to come to Dickinson if they can store their private cart. With that, he would like to see how many rounds of golf the private cart owners are playing. Director Craig Pearson said the big thing to work out is where to build a new building, how many carts would be needed, how big is it going to be. He said it is going to take away from parking spots that are needed during tournaments and busy times. Commissioner Daniel said he's just asking for the numbers to see if it is financially possible and if it makes sense. He wants to see the numbers so the Board can have an answer for people and give reasons why; it may alleviate the conversations that are taking place. He also said we need to equate how we are doing against our competition. Executive Director Kramer said the storage generates \$62,000 from 66 spots, 40 spots are available in Storage Shed A and 26 in Shed B. He said there are 15 individuals on the waiting list this year but normally there are 4-6 on the waitlist and 15 is an unusually high number. Discussion followed on whether it should be required for cart storage holders to have a membership. Commissioner Kadrmas asked if it was required. He said discussion has been held on that topic but it is not required. Commissioner Daniel said it is \$36 for 18-hole cart and a storage holder would have to play 22 times to make it worthwhile to pay for the annual storage fee which is approximately \$800.

Approval of Pledge Securities (Attachment #3) - MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Scott Karsky to approve the presented pledged securities. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

September Financial (Attachment #4) - Executive Director Kramer said he will cover this in the quarterly report.

Park District Improvement Project - Pay Application (Attachment #5) - Executive Director Kramer said no pay application was received. He said they were able to bring in more equipment to finish areas and it looks like they will get everything finished. We will be getting the final pay application then.

City Comprehensive Plan (Attachment #6) - Executive Director Kramer said we will be on the Planning and Zoning

agenda in November of which he will attend regarding the Comprehensive Plan. For the most part all of the red language from questions have been answered. Ultimately the comp plan will be presented and approved by the City Commission. The City is also doing a study on doing a 4 mile ETZ, it is currently 2 miles. They are doing a study to gather information. Commissioner Scott Karky said at the last Planning/Zoning meeting, there were a lot of people that are concerned about the ETZ. Director Kramer said we will need a motion to appoint a commissioner to the ETZ committee. MOTIONED BY: Jo Marie Kadrmass; SECONDED BY: Tim Daniel to appoint Commissioner Scott Karsky to sit on the ETZ committee. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

Quarterly Report PowerPoint - Executive Director James Kramer gave a presentation on financials through September 30. He reviewed the General Fund balance at \$1,135,639.98 as of September 30. He said our goal is to get the general fund to a higher amount which he believes will happen this year or next year. He said we've done a good job of getting the fund to where it is. He reviewed the general fund specific to Patterson Lake with total revenue at \$139,030.34 compared to \$201,352.70 in 2020. He said 2021 is low compared to 2020 but is more comparable to 2019 at \$167,998.23. He said 2020 was a banner year at the lake. He also reported that we have 14 permits that are left after lots have been sold. Director Kramer moved on to the West River Ice Center, showing the total revenue in 2021 at \$108,714.36 compared to \$85,593 in 2020 and \$105,494.42 2019. He said expenses are up this year compared to the previous 2 years. The ice center typically is subsidized approximately \$90,000 by end of year. Director Kramer reviewed Heart River Golf Course saying that we had really good revenue at the golf course; things are skewed a little bit due to some major events that have not been included in these numbers. He said the API, CHI and Labor Day tournaments are not included. He said the Pro Shop revenue is up from last year at \$104,094.38 compared to \$99,515.64 in 2020. He said expenses are higher in 2021 due to having a larger than normal inventory going into next year due to projected price increases. He said on average the golf course is subsidized \$60,000-\$90,000 per year. He also reported that in 2021 season passes were up along with rounds up as well. Director Kramer moved on to the West River Community Center, reporting on WRCC fund balance at -\$316,820.24 as of September 30. He said that number is compared to -\$325,905.83 at the same time in 2020 and \$45,094.48 in 2019. The fund balance is tracking to where we will need to ask the City for a subsidy. He then reviewed the membership numbers; we are slumping a little due to more competition along with more people being cautious and working out at home. Director Kramer said we'll do another 3-month and annual campaign to help increase numbers. He also reported that we've finished the University contract for the on-campus students which will generate revenue before the end of the year. He reviewed outdoor pool admissions, open 76 days, averaging 319 people. 2021 revenue was \$95,939, up substantially from the previous 2 years. Concessions revenue is up as well. Director Kramer then reported on park reservations showing that Eagles Park is the most popular park for reservations. He said as we get into projects and upgrading facilities it will enhance the park rentals. Also by doing a better job of cleaning and dumping trash in between reservations on a busy weekend will help as well. He then gave an update on Patterson Lake lot sales with 21 lots sold to date for a total of \$1,285,475. For expenditures, we will try to recoup 100% of all expenses toward this project. The Bureau of Reclamation conveyance fee was \$34,000 which has been put in toward the cost. Director Kramer said he plans on deducting the full amount on this quarter's statement. President Scott Kovash said he thinks it is worthwhile to try and recoup all costs associated, Commissioner Jo Marie Kadrmass agreed that we have every right to recoup the costs we incurred. Attorney Randy Sickler said he doesn't think our costs are unrealistic. Director Kramer said we will continue to track expenses, and that each of these lots have closing costs that are deducted. Randy Sickler said the closing costs are approximately \$600. Director Kramer then said lastly, we have always had an interest in the land next to Gress Complex that is used by the water treatment plant, about 18 acres of land in that area. It is the only way to ever expand the Gress Complex. Southwest Water has taken half of it out of commission and is ready to start discussions on that land. He said there is also a private landowner in the area that is interested. We will need to decide if we want the land and are willing to clean it up. They started the conversations and said he wanted to show the Board the area and give a history on the land. Commissioner Scott Karsky mentioned that we could connect to a trail system to enhance the area. Discussion followed. Director Kramer said this land has great river access and trail route and ties in really well to the softball diamonds. Commissioner Kadrmass asked what our use would be. Director Kramer said originally it was to expand Gress Softball Complex but in the future he doesn't know. President Scott Kovash said he would like to know what the clean-up would entail. Director Kramer said he will keep the Board updated as discussions continue.

Executive Director Report - Director Kramer said he's reached out to get some master plan examples and will bring them to the Board. He also said the North Dakota Recreation and Parks Association (NDRPA) has reached out and said the Park Districts in the state did not receive any dollars from the original Covid relief dollars. NDRPA is reaching out to see if Park Districts could get some of the American Reserve Plan Act dollars the State will be receiving. He said across the United States, North Dakota is uniquely different in that Park Districts are not part of cities, we are our own government entity. Commissioner Jo Marie Kadrmass asked if there is an update on the committee that was formed regarding teen programming. Director Kramer responded that the City adopted the resolution to formulate the youth committee and we will continue to participate.

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

Adjournment - MOTIONED BY: Scott Karsky; SECONDED BY: Jo Marie Kadrmass to adjourn the meeting at 5:09 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President