

**Park Board Meeting
November 14, 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, November 14, 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: Tim Daniel; SECONDED BY: Nic Stevenson to approve the meeting minutes from October 10. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

CLAIMS: MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Nic Stevenson to approve the October Claims in the amount of \$580,368.71. Roll call vote: Ayes-4; Nays-0; Absent: 1 (Keller). Motion carried.

BUILDINGS/GROUNDS

Director of Buildings/Grounds Report – Director Craig Pearson provided his written report and added a few other items, saying the outdoor ice rink will be cleared and flooded at Eastside Complex. Optimist Park rink will be a no go this year. He explained that there is a break in the line to the hydrant that supplies the water, and the city does not know when it will be fixed. Commissioner Nic Stevenson asked if there are any alternatives, a water truck or another hydrant that could work. Director Pearson said he doesn't think so; it takes too much water to use a water truck and there are not any other hydrants that will work. He said the other option is if we do the repair ourselves and hire it out. It could be our line that is the problem, but it is unknown. Benjamin said he has a meeting with City Administrator, Dustin Dassinger and he will bring this up as a priority item. Director Pearson also reported that the cross-country ski trail is ready; the cart shed is at a standstill right now with the weather and we applied for a North Dakota Forestry Grant for Friendship Park. He said it is highly likely that we will get the grant for \$10,000 which will cover 49 trees for that park.

Snow Removal Contract – Executive Director Benjamin Rae said we've used Tooz Construction in the past for snow removal. We solicited other bids and only received a bid from Tooz Construction. This is for major events at the West River Community Center and West River Ice Center; other times we take care of ourselves. President Scott Karsky recommended that we keep an eye on the hours. Director Craig Pearson said to keep in mind that the minute they walk out to start their machine the clock starts. Director Rae said he recommends entering a one-year contract and possibly look at other options after that. MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmas to accept contract for snow removal with Tooz Construction with a one-year stipulation and add that they move snow at our request. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

Toro Irrigation Contract – \$149,006.99 – Executive Director Benjamin Rae said he is looking for approval so we can move forward with the Toro Irrigation System. He said the project was approved at the October 2022 meeting. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the Toro Irrigation Contract in the amount of \$149,006.99. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

Patterson Lake Parking Renovation Grant – Executive Director Rae said this was brought before the board earlier this year. As far as he can tell it never was officially approved by the board. We have a \$40,000 grant with matching funds from our Patterson Lake fund to renovate the parking lot at Patterson Lake by the Game and Fish area. The approval would be to utilize the grant and matching funds. President Karsky asked if this is a cost that we could submit to the Bureau of Reclamation as part of the land conveyance. Director Rae said he would ask. MOTIONED BY: Tim Daniel; SECONDED BY: Nic Stevenson to approve the parking lot renovation grant in the amount of \$40,000 along with \$40,000 matching funds from the Park District contingent upon having discussion with the Bureau in possibly paying the cost. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

RECREATION/FACILITIES

Director of Recreation/Facilities Report – Director Caleb Burgard said we ended the season down 550 rounds at Heart River Golf Course which was caused by the late spring opening in comparison to the year before. He said we are up 50 season passes from 2021. Director Burgard also reported the No Excuse November

Challenge is currently being held the Gymsgiving annual membership special will start this week. Director Burgard added that the recent Halloween skating party at WRIC was successful with 738 attendees.

Summer Ice Discussion – Executive Director Benjamin Rae reviewed and said we are looking for direction from the board on whether we would like to move forward on working with hockey club on summer ice. He said by January 1st we will start booking the off-ice events and it will affect a couple of those events. President Scott Karsky asked how long it will take to install the new condenser. Director Rae said we could fit it in between the season use. Commissioner Tim Daniel if we will need to add more staff. Director Caleb Burgard said the outdoor pool takes up a lot of staff during the summer and said the dollar amount of \$40,000 is reflected of staff. Commissioner Nic Stevenson asked about the fiscal impact. Director Rae said we tried to estimate high as to what it will cost for summer ice. He said Mandan charges \$40,000 and their intent is to charge 100%. He said with our \$50,000 he feels comfortable that it will cover. Director Rae said we would hold them to the dollar amount for the summer, regardless of whether they use all that time or not. He said we want to hold them to this schedule for the first year and then look at other years after that, possibly budget differently to accommodate what they want. Commissioner Tim Daniel asked Craig Pearson his opinion if we are compromised in any way on staff. Director Pearson said he thinks it will initially, there will be more Zamboni involved. He said he agrees with Benjamin and our biggest fear is on weekends and after hours, no way can we staff that at this point especially with the outdoor pool and so much going on in the summer. Director Rae said he calculated using the same amount of part-time help as we would during the winter. Commissioner Daniel said his concern is that it affects another area, the pool area, that we will make more problems with employment. Director Pearson said two staff members that we use during the winter to Zamboni we won't have during the summer because they belong to other departments. He also added that it takes a lot of training when it comes to driving the Zamboni. Benjamin said according to our insurance, volunteer Zamboni drivers is a no go, and we are looking at ways to contract out the Zamboni drivers which could help our staff in the long run. Commissioner Stevenson asked if we are proposing to the user group to help with maintenance of the buildings. Director Rae said we fully anticipate that we will add some of those elements to future contracts to help maintain the facility. He said the hockey board was very optimistic that would be the way to go. Commissioner Jo Marie Kadrmas said as of right now there is no weekends, is that correct. Director Rae said that is what they said they wanted; they know our concerns and were conscious of that when putting together the schedule. She asked if there is any flexibility if we have unforeseen circumstances, will the costs be shared by the Hockey Club. Director Rae said we could add that in, and the final contract will come before this board before the start of the season. Commissioner Kadrmas asked Craig and Caleb if they are reluctant in any way. Director Caleb Burgard said our programming would be affected; Safety City would need to move to Charbonneau rink as well as a few other events. As far as staffing, he doesn't think we would need to add staffing for program use. Director Craig Pearson said on the positive side we wouldn't have to take out the ice and put back in the fall; it will save that amount of work. He said maintaining the ice isn't that big of a deal, but it comes down to staffing. We will be putting more pressure on our maintenance staff to make sure we cover the additional days to drive the Zamboni. He said training and retention of the Zamboni drivers is his biggest concern. President Scott Karsky said he would like to suggest doing a couple open skate events and Commissioner Jo Marie Kadrmas said she has been approached by multiple people to offer more skating lessons. Executive Director Benjamin Rae said there will be opportunity to offer more programming and initially we want to make sure we cover the costs and as we can make it work to add more programming. President Scott Karsky asked if the board is supportive of moving forward as long as we keep it revenue neutral, working with the hockey club to offer summer ice. Commissioner Tim Daniel said he's fine moving forward but is still concerned on our staffing issues. Commissioner Stevenson asked what the current requirements are on Zamboni training. Director Pearson said it requires a lot of training hours and is dependent on each rink. He said it is important to make sure a part-time person gets enough ice time hours to feel comfortable. Commissioner Stevenson said if they have someone who is willing to help aid us in that area, that may be an opportunity for the club to assist us in the problem. Executive Director Rae said he will bring that up at the next meeting with the Hockey Club. President Karsky said the consensus is to move forward on summer ice.

BUSINESS/FINANCE

Approval of Pledge Securities – MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the October Pledged Securities. Roll call vote: Ayes-4; Nays-0; Absent: 1 (Keller). Motion carried.

October Financial Statement – Executive Director Benjamin Rae reviewed and said some of the numbers may reflect Patterson Lake lot sales last year compared to this year. Motion: Nic Stevenson; Tim Daniel. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

2021 Audit Report – Business/Finance Manager Patty Riely was in attendance to review the findings letter from our auditor. She said there were no significant findings, same issues as we get each year, segregation of duties and that we use cash basis for our accounting. She said the auditors recommend modified accounting and we currently do cash basis. She said until the State of North Dakota says that we must do it that way we will not change. She stated that the audit is done each year. Commissioner Stevenson asked if we are required to do an audit. Patty Riely said yes, it is state law.

Friendship Park Pay Application #4 – Tooz Construction - \$34,819.52 – Scott Schneider with APEX Engineering was present and reviewed the pay application. He said Tooz Construction is 67% complete; they are done with all concrete work and are now working on restrooms and shelter. Mr. Schneider recommended approval. MOTIONED BY: Nic Stevenson; SECONDED BY: Jo Marie Kadrmas to approve the pay application #4 from Tooz Construction in the amount of \$34,819.52. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

Friendship Park Pay Application #1 – BC6 Builders – Playground Contract. Scott Schneider reviewed and said BC6 Builders is 50% complete for the playground structure. He said Tooz Construction will install temporary gates to keep people out of the area for the winter. He recommended approval. MOTIONED BY: Jo Marie; SECONDED BY: Nic Stevenson to approve the pay application #1 from BC6 Builders in the amount of \$293,866.48. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

Patterson Lake Land Use Agreement – Executive Director Benjamin Rae said this is for Jerel Hafner who owns the property surrounding the property that he has the contract to hay; he would like to put up a fence along his property line that adjoins Park District land. Staff and legal counsel has reviewed and doesn't have any concerns; he recommended approval. MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmas to approve the Land Use Agreement with Jerel Hafner. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

Park Board Workshop – Executive Director Rae said he would like to put together a workshop on December 16 at 7:30 am to discuss strategic planning for 2023-2025.

Executive Director Report – Executive Director Rae informed the board that Scott Rabbitt is no longer with the district. He said he has nothing additional to report.

Legal Counsel Report – Legal Counsel Randy Sickler said he has been reviewing several contracts but has nothing to report for today.

Executive Session – The Park Board began an executive session at 5:09 pm for the evaluation of Executive Director Benjamin Rae. Members present were Jo Marie Kadrmas, Tim Daniel, Scott Karsky, Nic Stevenson, Benjamin Rae and Leah Hoenke. Executive Session ended at 5:48 pm.

Adjournment – MOTIONED BY: Tim Daniel; SECONDED BY: Nic Stevenson to adjourn the meeting at 5:48 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President