

**Park Board Meeting
November 8, 2021**

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, November 8, 2021 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, Scott Karsky, Tim Daniel, Jo Marie Kadrmas, Zach Keller. Also present were Director of Recreation/Facilities Matt Mack, Director of Buildings/Grounds Craig Pearson, Executive Director James Kramer and Clerk Leah Hoenke.

APPROVAL OF MINUTES: MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the October 1 and October 11 meeting minutes. Roll call vote: Ayes-5; Nays-5; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Scott Karsky; SECONDED BY: Zach Keller to approve the October 2021 Claims in the amount of \$1,453,940.88. Roll call vote: Ayes-5; Nays-5; Absent-0. Motion carried.

Projects Update (Attachment #1) - Executive Director James Kramer reviewed the project priority list. He said they have started design work on Friendship Park and will bring more information to the board workshop of photos of renderings. He said another stretch of concrete has been added to the maintenance access road at the community center along with the work being started on the new personal training space. Director Kramer also said the Hole 17 Bridge at the golf course is being planned. Director of Buildings/Grounds Craig Pearson is working on different routes and said this is a project that meets criteria for State funding with a possible dollar for dollar match.

Director of Buildings/Grounds Report - Director Craig Pearson reported on parks saying the staff is in full blown leaf pickup in the parks; he said they are replacing all borders and wood chips and have three parks left that need wood chips. This week they are moving the pump intake at Gress Softball Complex; the entire pump station is being moved to a better location. Director Pearson also reported the Dog Park has three new features, old features from other parks were re-purposed and moved to the dog park. He then reported on facilities saying that everything is ready for winter except the pond at WRCC which is in process. He said there is concrete work being done for the maintenance road and at the ice center there is some concrete work that is being finished. He also said we are in the process of training Zamboni drivers at the ice center, currently having a staff shortage. Director Pearson said the building is open 7 days a week and is a huge amount of time to cover. He also reported the staff working on equipment repair at WRCC and pool maintenance. The family locker room will be up and running soon. He reported on the golf course and said it is officially closed for the season. The staff is working on leaf pickup on the course, working on the shutdown process for the greens, and applications that will be put on the greens for the winter. He explained the process involved. He said they are working on the parking lot by the Dickinson Dike, as well as trees have been ordered for next spring, putting in about 30 trees next spring. He said this will be a yearly process of removing and replanting.

Dickinson Dolphins Agreement (Attachment #2) - Director of Recreation/Facilities Matt Mack reviewed the Dickinson Dolphins Swim Team Use Agreement. He said he has met with Kate Mettler who is President of the Dickinson Dolphins and said the only change to the agreement is the corresponding dates. He asked for approval. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel. Roll call vote: Ayes-5; Nays-5; Absent-0. Motion carried.

Director of Recreation/Facilities Report - Director Matt Mack gave an update member numbers at WRCC; total of 5,576 at the end of October. He said we are having a membership promotion for November 15-30 for annual memberships and will run another 3 month special in December. Hoping to end the year in a positive way and get more membership revenue. Director Mack reported there is a group fitness challenge going on, No Excuses November along with a Burn the Bird event the Saturday after Thanksgiving. He then reported that the personal training room turf and rubber will be installed by the end of November. He said he's started getting some equipment in for the space as well. For the golf course, Director Mack reported that it is now closed for the season. He said golf rounds for the year were 22,680 rounds which are the highest we've seen 2016-2017. Season pass holders are 632, highest since 2015. Sold 88 driving range passes, the highest amount we've sold as well. He said we'll send out a golf newsletter soon and are having Pro Shop sales for the holidays. Director Mack said for recreation and leagues, 600+ people at Halloween ice skating party; very successful event. The Fall Optimist Tournament has 53 teams registered with the average of teams in the 50-60 range. 3x3 Adult Basketball and Fall Volleyball finishes this month. Adult Basketball League begins on November 29 and Adult Winter Volleyball begins in January. He also said the Fall Curling League ended in October with Winter Curling beginning in December. Director Mack touched on part-time longevity Christina Wenko, Chris Herold, John Jaeger, Milbert Allerdings all have 10 years of service; Chuck Roshau and Richard Faller have 15 years of service. They will all be recognized with a service certificate and gift card. Commissioner Jo Marie Kadrmas asked about the bird dropping issue at the front entrance of WRCC. Director Craig Pearson said we have a new product that we will put out which is the last ditch effort to take care of the

problem - time will tell. Commissioner Tim Daniel asked about the Pro Shop hours. Director Mack said 10 am - 2 pm Tuesday through Saturday up until December 24.

Approval of Pledge Securities (Attachment #3) - MOTIONED BY: Zach Keller; SECONDED BY: Scott Karsky to approve the monthly pledge securities. Roll call vote: Ayes-5; Nays-5; Absent-0. Motion carried.

October Financial (Attachment #4) - Executive Director James Kramer reviewed the Park Facilities Replacement Fund and the Park Land Development Fund saying that both had dramatic number changes due to Patterson Lake lot sales and improvement projects. He said they will move in to being more accurate after the first of the year.

Patterson Lake Permit (Attachment #5) - Executive Director Kramer explained the permit from the Bureau of Reclamation for land at the golf course. He said it is a special use permit for us to use the land that the Bureau still owns. He showed the areas. He said this is the same permit and conditions that we had before but at a more defined space. He reviewed some of the special conditions it talks about such as new habitat, removal of trimming of trees, compliance with the Clean Water Act and no trees may be planted on Dam and spillway. Director Kramer said this permit is for 25 years with no cost attached and he recommends approval. MOTIONED BY: Scott Karsky; SECONDED BY: Jo Marie Kadrmass. Roll call vote: Ayes-5; Nays-5; Absent-0. Motion carried.

Master Plan (Attachments #6-7) - Executive Director Kramer reviewed samples of 2 master plans from other Park Districts. He said he would like the Board's permission to put out bids for our master plan. He would like to get the information out to bring proposals and have a better idea of the cost involved. He reviewed the master plan examples. He said the company will do an inventory of our parks/facilities and do an analysis and compare them to other districts of similar size. Will also do a needs assessment of the Park District. Our thoughts are focused on services and facilities, not necessarily on organizational structure. President Scott Kovash said it doesn't cost anything to do the RFP. Commissioner Zach Keller said he agrees we may not need the organizational structure, but he likes how it provides a better more detailed roadmap. Director Kramer said there have been a lot of changes over the last 16 years and looking for a direction on moving forward. He said we would open publicly but will send directly to companies who do this type of work. Consensus is to move forward on the RFP for a master plan.

Park District Improvement Project
Pay Application - No pay application was received.

Park Board Workshop - Executive Director Kramer said he would like to have a Board workshop the first Wednesday in December, basically a brainstorming session. He will get more information to the Board on the day/time.

Executive Director Report - Director James Kramer said that we have started gravel projects at the south side boat ramp parking lot and Heart River Retreat blading of parking lot. He said we are making ground on the cart shed study and will have something to report soon. He also reviewed staff departures on the maintenance side, saying we will be working on the hiring process.

Legal Counsel Report - No report was given.

Adjournment - MOTIONED BY: Jo Marie Kadrmass; SECONDED BY: Tim Daniel to adjourn the meeting at 4:40 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President