

**Park Board Meeting
December 12, 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, December 12, 2022, at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Karsky, Tim Daniel, Jo Marie Kadrmass, 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. Zach Keller came in at 4:08 pm.

MINUTES: MOTIONED BY: Jo Marie Kadrmass; SECONDED BY: Tim Daniel to approve the meeting minutes from November 14. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

CLAIMS: MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmass to approve the November Claims in the amount of \$776,115.75. Roll call vote: Ayes-4; Nays-0; Absent: 1 (Keller). Motion carried.

SPECIAL APPEARANCES -

Jackson Halvorson – Skate Park – Jackson was not in attendance.

Alissa Karsky Recognition – President Scott Karsky presented Alissa Karsky with a recognition plaque for her 10 years of service.

BUILDINGS/GROUNDS

Director of Buildings/Grounds Report – Director Craig Pearson reviewed his director's report, saying that the outdoor skating rinks are now open. The Eastside rink is 100% open and is being skating on. Optimist rink is about half covered; we'll have to wait until after storm to flood again. He said the pump that supplies water at Optimist will have to be dug up in the spring to replace. President Scott Karsky asked the commissioners to put some thought into a warming house at Optimist Park. Director Pearson said there is water and power at the site to accommodate and stated that there has been discussion in the past on moving the old warming house from Eastside Complex to Optimist Park. Discussion followed.

RECREATION/FACILITIES

Director of Recreation/Facilities Report – Director Caleb Burgard met with Brett Lefor on Green 19 and the survey results. He said we have extended our current agreement with Green 19 for an additional one year and received written notice in June of their intention to renew. He also reported that there is a 12 days of Christmas sale going on at the Pro Shop. He reviewed WRCC and said the Gymsgiving membership special went well, surpassed last year's totals. Director Burgard also reported that the Program Supervisor position is now vacant, and we have opened the new position for interested candidates. He also said we are in the process of switching our payment processing to PayTrac which is directly through our software system with Vermont Systems, Inc. Commissioner Nic Stevenson asked about the WRCC app. He asked if we could spread the word more on the app and its capabilities. Commissioner Tim Daniel asked Caleb about the golf survey results and requested that the Board get a copy of the results. Caleb said we received 50 golf members who completed the survey and that he will supply the Board with a copy.

Badlands Big Sticks Contract – Director of Recreation/Facilities Caleb Burgard reviewed the Big Sticks contract and said Dave Ouellette is present to answer any questions. Mr. Ouellette said the lease has been revised to a one-year lease for now, there is no league involved in the lease, just the local Big Sticks group. He said as far as he concerned, all programs that use the ballpark work well together. It's very important to the community, family friendly and that is important to him. President Scott Karsky said it is a quality product, games are awesome, and Dave does a great job. Commissioner Jo Marie Kadrmass concurred and said it has been a positive experience. MOTIONED BY: Nic Stevenson; SECONDED BY: Zach Keller to approve the Big Sticks contract as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

North Complex Land Lease – Executive Director Benjamin Rae said this land use agreement is to extend our lease agreement for the use of the North Complex. The School District has approved it at their board meeting and will extend another 5 years. MOTIONED BY: Nic Stevenson; SECONDED BY: Zach Keller to approve the Land Lease Agreement with the Dickinson Public Schools as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

BUSINESS/FINANCE

Approval of Pledge Securities – Executive Director Benjamin Rae said the pledged securities is not required to be voted on but will be provided as an information piece only.

Approval of November Financial – Executive Director Benjamin Rae said the largest thing that has affected us on the expense side is maintenance and utilities. To a large degree, even though we are doing much better on revenue we haven't gotten any farther ahead. He said we brought in more revenue on annual memberships but that has almost all been used up by maintenance costs. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Zach Keller to approve the November Financial. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Personnel Policy Manual Update – Executive Director Rae reviewed his executive summary and recommended changes to our employee policy manual. He said the vast majority are administrative changes. Notable changes are to mandate a 6-month probation for all new hires. Eliminating the fee for golf cart and driving range usage for full-time employees and board members. He also reviewed the employee committee, saying that the purpose is to get more employees to be involved in the decision-making process and hear more ideas coming from staff. He said that we will eliminate the directors from being on the committee. He also said that we have a leadership team that discusses all items including employee committee items. He recommended approval of the employee manual. MOTIONED BY: Nic Stevenson; SECONDED BY: Jo Marie Kadrmas to approve recommendations as provided. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Friendship Park Pay Application – MOTIONED BY: Zach Keller; SECONDED BY: Nic Stevenson to approve Friendship Park Pay Application #5 from Tooz Construction in the amount of \$39,450.00 for work completed to date. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Administrative Calendar – Executive Director Benjamin Rae reviewed the 2023 Administrative Calendar listing all payroll dates, holidays, and Park Board meetings. It was discussed that the April 10 meeting may be changed due to it falling on the Monday after Easter. MOTIONED BY: Tim Daniel; SECONDED BY: Nic Stevenson to approve the 2023 Admin Calendar. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Sick Leave Bank Request – Executive Director Rae reviewed a sick leave bank request for an employee who has used up all vacation and sick leave. He said the situation has been reviewed and meets the criteria for use. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Nic Stevenson to approve the Sick Leave Bank Request. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Executive Director Report – Executive Director Benjamin Rae said he will give the board a sheet to fill out in prep for the workshop on Friday. He asked that they jot down their thoughts on where our district is and where we could be in next 3 years. President Scott Karsky asked if the projects priority sheet could also be shared with the board. Director Rae said yes, he will provide for the workshop. Commissioner Jo Marie Kadrmas asked if we have enough Zamboni drivers. Director Craig Pearson said we have a contracted employee who works weekends to run Zamboni along with another part-time person is there one day per week. With what we have now with the 4 full-time and the part-time we are getting by. He said we want to seek one or two more part-time employees to cover the rinks. Executive Director Rae said the 7 is a good number but some are still in training, and a few are hit and miss. He also said the hockey club has identified some candidates.

Legal Counsel Report – Legal Counsel Randy Sickler commented with the legislative session starting we should keep an eye on bills that could affect the Park District.

Adjournment – MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to adjourn the meeting at 5:00 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President