

**Park Board Meeting
December 13, 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, December 13, 2021 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, Scott Karsky, Tim Daniel, Zach Keller and Jo Marie Kadrmas. Also present were Director of Recreation/Facilities Matt Mack, Director of Buildings/Grounds Craig Pearson, Executive Director James Kramer, Attorney Randy Sickler and Clerk Leah Hoenke. (Jo Marie Kadrmas arrived after roll call was taken and was not present for the first few motions).

APPROVAL OF MINUTES: MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve the November 8 meeting minutes. Roll call vote: Ayes-4; Nays-0; Absent-1 (Kadrmas). Motion carried.

CLAIMS: MOTIONED BY: Scott Karsky; SECONDED BY: Zach Keller to approve the November 2021 Claims in the amount of \$397,420.31. Roll call vote: Ayes-4; Nays-0; Absent-1 (Kadrmas). Motion carried.

Re-Approve Consolidated Easement (Attachment #1) - Executive Director James Kramer provided the revised Right of Way Easement from Consolidated. County wouldn't record it due to it referencing an amendment. He said we will need another motion to approve. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the Telephone Company Right-of-Way Easement with Consolidated Enterprises, Inc. Roll call vote: Ayes-4; Nays-0; Absent-0; Abstain-1 (Kadrmas). Motion carried.

Director of Buildings/Grounds Report - Director Craig Pearson reported on parks saying that the staff is finishing tree trimming and removal of trees in the parks and at Patterson Lake. The last two weeks, they have been doing a clean week at the Heart River Retreat and Veterans Pavilion; taking care of projects such as painting, shampooing carpets, and thorough cleaning. The parks crew is starting the flooding process of the Eastside Complex skating rink. He said at Optimist Park, they can't flood until after the first of the year due to a water line down. They will continue to flood and saturate the ground, possibly have ice by Christmas if weather stays cold. Director Pearson reported that Facility Maintenance Supervisor Dan Michaels' last day is today, he is moving out of Dickinson. He then reported on facilities saying that things have been busy at the West River Ice Center. Jeremy Shypkowski, Facility Maintenance Specialist who works primarily at WRCC has moved over to the ice center; he will be helping out driving the zamboni. New employee Brett Erickson started today. He is the new Facility Maintenance Specialist at the community center. Director Pearson also said we have 4 part time zamboni drivers hired, 3 are college students that will start after the first of the year. Scott Rabbitt's crew has been helping with cleaning at the ice center and Heart River Cleaning is helping out on busy Saturdays. He then reported on the golf course, saying that greens are covered, holes 12 and 13 are covered with leaf mulch. Other greens are covered with types of blankets, and hydro mulched. The driving range tee, concrete pad for mats has been completed as well as starting work on cart path on 7. The staff is starting tree removal at the golf course and stump grinding as weather permits along with steam cleaning equipment and service of equipment. They have received a new water truck and will be ready to water greens this winter. Commissioner Scott Karsky asked if we've had complaints about the temperature at the ice center. Director Pearson said we've had complaints on both cold and warm. He said it can be sensitive at times and the staff is trying to keep the temperature as high as possible without affecting the ice. Commissioner Karsky said he's had complaints that it is too cold.

Director of Recreation/Facilities Report - Director Matt Mack reported on community center memberships. He said the Gymgiving promotion ended with 151 annual memberships which he was pleased by. We are currently running a 3 month pass sale for \$75, savings up to \$50 depending on which membership is purchased. He reported that as a whole we are at 5,969 memberships at the end of November, up from last year at the same time. He then talked about facility hours, currently the community center is open until 9:00 pm which was changed in 2020; we used to be open until 10 pm during the week. He said that between 8:00-9:00 pm it is an average of 5 people using the facility. He thinks we should leave the hours at 9:00 pm. He also reported on the new personal training room; turf and carpet has been installed, along with rubber flooring and equipment is arriving soon. He said as we get all the equipment, we'll start using that space. Director Mack reported on the golf course, saying that we are running a 12 days of Christmas sale ending on Christmas Eve. On the recreation side, he stated that we'll be going on a 3 week break from programs over the holidays. He reported there were 67 participants taking part in the Jingle Bell 5k and the New Year's Eve Skating Party will be held on December 31 from 1:00-4:00 pm.

Approval of Pledge Securities (Attachment #2) - MOTIONED BY: Zach Keller; SECONDED BY: Scott Karsky to approve the monthly pledge securities. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

November Financial (Attachment #3) - Executive Director James Kramer said he will cover the financials during the workshop overview.

2022 Administrative Calendar (Attachment #4) - The 2022 Administrative Calendar was provided for Informational use only.

Park District Improvement Project

Financial (Attachment #5) - Executive Director James Kramer reviewed the revenue and expenses for the Infrastructure Improvement Project saying the final total came out to be \$1,149,131.15. Bonding came in less because the bank waived all of the bonding costs, which came in \$23,000 under. The total project was \$100,868.85 under budget. We did start the gravel projects which is the road out to Patterson Lake southside parking lot, road was graded and parking lot graveled, as well as Heart River Retreat and Dickinson Dike parking lots. As of now, we have spent \$110,427.50 with \$90,000 remaining and they are waiting for word to keep going on the parking lot of the Gress Complex. Director Kramer said we'll need to re-design the Game and Fish parking lot. He said his recommendation is to continue but wait on the Game and Fish parking lot. President Scott Kovash said he thinks we should continue. The consensus is to move forward.

Pay Application (Attachment #6) - Executive Director James Kramer reviewed the application for payment #5 from Northern Improvement. MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmass to approve Application for Payment No. 5 in the amount of \$58,583.19 from Northern Improvement Company. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Workshop Overview - Executive Director James Kramer reviewed the information from the December 1 workshop that was canceled. He provided the full balance sheet as of 11/30/21. The General Fund is at an all-time high in revenue at \$3.6 million, expenses are higher as well. He reviewed the park facilities replacement fund that is inflated dramatically due to infrastructure projects. Those numbers will be back to normal and start fresh at the first of the year. He reviewed the Heart River Golf Course and West River Ice Center. We are seeing a very good year at the golf course, saying that we've had a record number year for revenue but also in expenses. He said it is very rare to see a positive number for the golf course. He then reviewed the West River Community Center financial showing membership financial numbers. He reviewed other funds, including the West River Expansion Fund that the payment to the City comes out of. He said the community center hasn't made money in the last 2 years and because of that we haven't put any money in that fund. He said we are asking roughly \$350,000 from the City. Director Kramer said there are 2 payments of \$100,000 left. He said his recommendation is to pay out of the Park Land Development Fund. President Scott Kovash says he agrees. MOTIONED BY: Jo Marie Kadrmass; SECONDED BY: Scott Karsky to pay the \$100,000 payment to the City out of the Park Land Development Fund. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Administrative overview - Executive Director Kramer reviewed the 2023 Budget Committee Strategies, saying they will work to increase Capital Betterment to 5 mills by 2024; take new growth in mill value versus raising taxes, review Park District debt, review fees on an annual basis, continue to follow and update administrative organizational structure.

Administrative Organizational Structure Plan - Executive Director Kramer reviewed the in progress items and said we will evaluate base salaries/future positions; eliminate vehicle allowance, raise process, software and server review, and the master plan process.

Staffing Assessment - Executive Director Kramer showed the Staffing Assessment. In 2022 the plan is for a HR/Administrative Specialist, Park/Golf/Facilities Maintenance Specialist and for 2023 plan for Park Maintenance Specialist. In 2024, Customer Service Specialist, Assistant Golf Superintendent and Fitness/Control Desk Specialist.

Project Priority List - Executive Director Kramer reviewed the Project Priority List. He said the high priority items are for a storage add on at WRIC, golf course maintenance shop. Director of Buildings/Grounds Craig Pearson reviewed the plan for the golf maintenance shop. He said they plan to move the 3 buildings that used to be the old golf cart storage and replace with 1 building that will be cold storage. They will remodel the Golf Superintendent's office that will also include updates to bathrooms and crew lounge. He then talked about the footprint for a new building, which will have a wash pad and fuel pad for equipment, making operations to run a lot smoother. Executive Director Kramer then explained the cart path project, showed photos of the path in front of the driving range saying it is a really good improvement at the driving range. He said the whole top nine will be connected by cart path which is a major improvement that has been in the works for a long time. Other projects in the high priority list are the Crooked Crane

Trail parking areas at the access points; Friendship Park, police and fire park, access road behind WRCC maintenance, possibly completed next year. Fencing and security access in the back of WRCC to try and control the access. HRGC private cart shed, waiting on construction estimate but they think it will come together to be self-funded in the first year. Personal training space and hope to add outdoor space for next year. Director Kramer also reviewed the gravel work at the southside boat ramp parking lot. Dickinson Dike parking lot and Heart River Retreat gravel projects and all parking lots at the lake were completed. Other items are the trail by Gress Complex that was repaved, tennis courts resurfaced, park signage both have been completed. Hole 17 bridge continues to be a high priority, he showed photos of the problems. The first 75 feet on each end have stayed intact, we are talking about repairs to 90 feet of the middle section. This project fits into the state funding dollars along with gravel at the Game and Fish parking lot are a dollar for dollar match from state funding and we have \$150,000 set aside. Director Kramer said the park maintenance shop upgrades and mechanical renovation at WRCC are high priority projects. He then reviewed the medium priority projects on the list being splash park, dog park improvements, ballpark turf/scoreboard/seats, indoor pool renovation, and the skate park final phase. Low priority items are dehumidification in the old rink at WRIC, additional ice, future parks, southside Patterson Lake picnic/park, and bleacher replacement at WRIC. Commissioner Zach Keller asked about what the hockey club's plans are for the additional ice. Director Kramer said it is an 8-10 million dollar project that no one has plans for. He said the 3rd sheet of ice was brought to the City Commission to start the conversations and said the City was supportive. Commissioner Scott Karsky said the School District needs to get involved, hockey has more athletes than any other sport. President Scott Kovash agrees that the high school needs to be involved, and possibly the college. Commissioner Jo Marie Kadrmars asked if we got a commitment on the sports complex from the School District. Director Kramer said they are working on the number to go into the long term maintenance plan. Discussion followed. President Kovash said a maintenance plan needs to be put in place as well. Commissioner Jo Marie Kadrmars also asked about the Crooked Crane expansion. Director Kramer said we've been working with the committee, it was \$1.4 million to connect the overpass of State Avenue out to the crooked crane trail. The railroad has approved their part. He said that the project is funded by the Heritage Fund and City dollars, we have not needed to add any dollars. Commissioner Karsky said lighting would be nice for the WRCC trail, similar to the lighting on the new business loop. Director Kramer then reviewed the Capital Betterment Fund. Infrastructure improvements have increased to \$110,000 per year. The Quality of Life Project Plan City Assistance Program for 2021 there is \$175,000 committed projects which are Heroes Park and HRGC bridge; for 2022 projects of park improvements, golf course improvements, and cart paths. Future projects are trails, park improvements and spray park. He then reviewed the three year maintenance plan of WRCC which includes upgrades for pool and mechanical in 2022; indoor pool renovation in 2023 and in 2024 replace certain area carpet, update building finishes and equipment. Director Kramer also reviewed the park playground installation plan showing the playgrounds that will be replaced along with irrigation replacement at Gress Complex for 2022, 2023 and 2024. He also reviewed the equipment plan for park and golf maintenance. Director Kramer stated that he would like to individually sit down with each Commissioner to review projects and goals.

Executive Director Report - Director James Kramer said he would like Commissioner Scott Karsky to review the ETZ expansion planning. Commissioner Karsky showed a map of the ETZ planning and said the focus is on the outside corridors, airport future expansion, and Patterson Lake. He said it looks like a great plan. He commented that in the beginning there were concerns that it would be annexation but he said it has nothing to do with annexation, it basically gives us more access to grants and controlling more of our city in future expansion, gives the city control instead of following the county codes. He also said there will be a FAQ's document for the community. Discussion followed.

Legal Counsel Report - No report was given.

Adjournment - MOTIONED BY: Zach Keller; SECONDED BY: Scott Karsky to adjourn the meeting at 5:15 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President