

**Park Board Meeting
February 12, 2024**

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, February 12, 2024, at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Karsky, Tim Daniel, Zach Keller, Jo Marie Kadrmas, Nic Stevenson. Also, present were Executive Director Benjamin Rae, Director of Buildings/Grounds Craig Pearson, Director of Recreation/Facilities Caleb Burgard, Legal Counsel Shae Miller and Clerk Leah Hoenke.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

APPROVAL OF AGENDA – MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Nic Stevenson to approve the agenda. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

CONSENT AGENDA – MOTIONED BY: Tim Daniel; SECONDED BY: Nic Stevenson to approve the Consent Agenda items as presented, which includes the Park Board meeting minutes from January 8; January Claims in the amount of \$458,680.06 and the Pledged Securities. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

2022 AUDIT REPORT – Lynelle Rude from Haga Kommer was available to talk about the audit process and their findings. She reviewed pages 2-4, which is the independent auditors report and said they issued a clean opinion. She reviewed the audit report that was provided to the Board. President Scott Karsky said it seems like we are doing a pretty good job, and he doesn't see anything we need to address. He thanked Lynelle for her presentation and entertained a motion. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Zach Keller to approve the audit report for the year ending on December 31, 2022. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

STATE 9TH ADDITION REZONE REQUEST – Executive Benjamin Rae reviewed the State 9th Addition Rezone Request. He said through the City code, the Park Board has the discretion to determine whether to accept 7% of land as park dedication or cash in lieu. He said Venture Homes is requesting a replat of 55,578 sq ft of State 9th Addition to the R3 designation. The Board has the option of accepting 0.089 acres of land or \$8,336.70 cash in lieu. Executive Director Rae said given the location's proximity to the community center and other parks, staff recommends accepting the cash in lieu. Aaron Grinsteiner from Venture Homes was present to answer any questions. Commissioner Nic Stevenson asked him to explain the rezoning. Mr. Grinsteiner said they purchased the lots west of Sanford that is currently zoned as commercial, they are rezoning the south to R3, which is less restrictive on the required buffer yard. He said the area will most likely have a few twin homes and single-family homes. Commissioner Jo Marie Kadrmas said cash makes more sense in that area. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the cash in lieu of \$8,336.70 for the State 9th Addition Rezone Request. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

BUILDINGS/GROUNDS

Director of Buildings/Grounds Report – Director Craig Pearson provided a written report. He added that outdoor rinks may be unusable for the remaining of the season, it looks like the Eastside Complex is un-skateable and we will try to do one more flood at Optimist if weather permits. Discussion followed.

Fleet Vehicle Replacement – Director of Buildings/Grounds Craig Pearson reviewed the possible purchase of 3 new vehicles for the Park District. He said the average age of our current vehicles is 27 years old. Staff feels that we need to begin incrementally replacing our oldest fleet vehicles. Charbonneau Car Center has vehicles on-hand that meet the needs of the Park District. Pricing on the vehicles is contingent on financing through GM Financial. Discussion followed on mileage and how we use our vehicles. Director Pearson said we don't put a lot of miles, but the downside is we have purchased used vehicles, and the issue is to keep up with maintenance and keep them running. The staff recommendation is to approve using GM Financial for a 4-year municipal lease for 3 replacement fleet vehicles. MOTIONED BY: Nic Stevenson; SECONDED BY: Zach Keller to approve the proposal for municipal lease purchase from GM Financial in the amount of \$33,839.14 for 4 years. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

RECREATION/FACILITIES

Director of Recreation/Facilities Report – Director Caleb Burgard provided a written report. He added that we received the USTA national funding grant of \$28,750. The intent is to use it for a phased project to resurface the 4 courts at the DSU tennis courts. He also said our Matrix rep will be here to do a walk-through of the facility to explore new equipment and dissect existing equipment. He said ultimately, we will go out to RFP for new fitness equipment. Commissioner Jo Marie Kadrmas commented that it is great news on the tennis grant. Discussion followed. Commissioner Zach Keller asked how things are going with the pickleball round robins. Program Supervisor, Hannah Pepich said it is going well with good attendance.

BUSINESS/FINANCE

January Financial – For informational use only. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the January Financial as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Resolution for Renaming Memorial Park – President Scott Karsky said we are renaming the park to Veterans Memorial Park and read the resolution as follows. RESOLUTION NO. 1- 2024 - A RESOLUTION AMENDING THE NAME OF MEMORIAL PARK. BE IT RESOLVED, that Dickinson Parks and Recreation hereby changes the name of that park known as "Memorial Park" to "Veterans Memorial Park", and that Benjamin Rae, in his capacity as Executive Director of Dickinson Parks and Recreation, is hereby authorized and directed to take all necessary action, and to execute all necessary documents, to carry forward this resolution. Dated this 12th day of February 2024.

MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Zach Keller to adopt Resolution No. 1-2024. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

2023 Budget Amendments – Executive Director Benjamin Rae recommended the following budget amendments.

Capital Betterment Fund – Budget amount of \$473,775 amended to -\$162,361.43.

Current Project Fund – Budget amount of \$0 amended to \$1,405,297.55 for Friendship Park, baseball turf, Heroes Park, HRGC cart storage and irrigation projects.

Parks & Facilities Replacement Fund – Budget amount of \$0 amended to \$396,819.70 due to WRCC 2022 shortfall reimbursement.

West River Expansion/Improvements – Budget amount of \$0 amended to \$194,483.92 due to half cent sales tax.

West River Community Center – Budget amount of \$2,337,900 amended to \$70,801.52 due to utilities/building maintenance.

MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Zach Keller to approve the 2023 Budget Amendments as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

2023 Fund Transfers – Executive Director Benjamin Rae reviewed the Park District fund balances and recommended the following transfers:

\$49,725.26 to be transferred from the West River Improvement to the West River Community Center.

\$300,000 to be transferred from General Fund to the Emergency Fund.

\$223,408.47 to be transferred from Capital Betterment to Current Projects.

\$170,067.02 to be transferred from Patterson Lake to the following: \$100,000 to Current Projects and \$70,067.02 to the Emergency Fund.

\$402,789.02 to be transferred from Park & Facility Replacement Fund to Current Projects.

MOTIONED BY: Tim Daniel; SECONDED BY: Nic Stevenson to approve the 2023 Fund Transfers as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller, stepped out of the room temporarily). Motion carried.

2023 Annual Report/Year End Review – Executive Director Rae gave a PowerPoint on the financial picture of 2023 comparing to 2022 and 2021. He also provided the board with the 2023 Annual Report showing a comprehensive look at everything the Park District did in 2023. He said we will share with the public and other entities to show the vital role that the Park District plays in the community. He reviewed the 2023 Budget. Total of all fund balances is \$3,713,704.42. He reviewed the General Fund – fund balance is \$1,400,702.93 at year end. He showed adult programming, comparing revenue and expenses from the past 3 years, saying the goal is to run on positive side and take a loss for youth. He reviewed the West River Ice Center revenue and expenses, adding summer ice made a difference of \$40,000. He said the ice center runs at a net loss. For the golf course, we had the second highest number of rounds, up by about \$200,000 in revenue in 2023. Director Rae said we are cautiously optimistic with South Heart golf course opening. Based on past trends he believes we will end up doing well. He then reviewed Patterson Lake, very indicative of not having the lease payments after the sale of lots. Taking a \$75,000 loss is probably going to be the norm moving forward. He reviewed Heart River Retreat and Veterans Pavilion being a solid year for both facilities. For the WRCC, he reviewed the fund balance saying that this year we worked with the city to get funds ahead of time instead of after. He showed there was around \$100,000 in additional labor expenses. He said the annual memberships are the biggest driver of revenue. He showed membership totals over the past 3 years, the trend is higher each month and we are seeing a nice rebound following the 2020 drops but are still not at the highest point that we were in 2020. Discussion followed. Director Rae stated that the annual report will be available on our website. Commissioner Jo Marie Kadrmas said visually, the report looks very nice, complimented Kara Visger on her work. She also recommended portions of it to be highlighted on social media in pieces. Director Rae said we need to do a better job of telling our story, highlighting to the community the quality-of-life aspects of what we do.

Investment Review – Executive Director Benjamin Rae reviewed the 2024-2025 fund investments and said we had invested \$700,000 of our funds in a CD. Through doing that we were able to bring in an additional \$70,000 in revenue for last year. He stated that the District has funds that will not be utilized in 2024 or early 2025 and could be invested in a 6-month and 12-month CD in a similar manner as 2023. He recommended the following: \$250,000 from Park Land Development Fund; \$150,000 from the Future Projects Fund; \$450,000 from the Emergency Fund; \$150,000 from the General Fund for a total investment of \$1,000,000. He said the staff considers this a safe amount to invest while maintaining General Fund and other fund balances that could be utilized in an emergency. Interest income and investment funds would return to the original funds after the 6-month or 12-month period. MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve the investment of funds as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Executive Director Report – Executive Director Benjamin Rae reported that there will be a ribbon cutting for Heroes Park on March 14th at 2:30 pm. He commented that there are 3 open seats for the Dickinson City Commission. City Administrator Dustin Dassinger was present and added that Benjamin has been great to work with and appreciates the working relationship.

Legal Counsel Report – Legal Counsel Shae Miller filling in for Randy Sickler. No report was given.

Adjournment – MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to adjourn the meeting at 5:08 pm. All aye, motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President