

**Park Board Meeting
February 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, February 14, 2022 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, Tim Daniel, Jo Marie Kadrmass, Zach Keller. 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. Commissioner Scott Karsky was absent.

MINUTES: MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the January 10 meeting minutes. Roll call vote: Ayes-4; Nays-0; Absent-1 (Karsky). Motion carried.

CLAIMS: MOTIONED BY: Jo Marie; SECONDED BY: Tim Daniel to approve the January Claims in the amount of \$1,316,392.17. Roll call vote: Ayes-4; Nays-0; Absent-1 (Karsky). Motion carried.

SPECIAL APPEARANCE

4:14 pm - Park Board Executive Session – MOTIONED BY: Jo Marie Kadrmass; SECONDED BY: Tim Daniel to enter into an Executive Session. Roll call vote: Ayes-4; Nays-0; Absent-1 (Karsky). Motion carried. The Executive Session began at 4:14 pm. ROLL CALL: Present were Commissioners Scott Kovash, Tim Daniel, Jo Marie Kadrmass; and Zach Keller. Also present were Clerk Leah Hoenke, Director of Recreation/Facilities Matt Mack, Director of Buildings/Grounds Craig Pearson, Attorney Randy Sickler and Executive Director James Kramer. Executive Session was adjourned at 4:42 pm.

BUILDING/GROUNDS

Friendship Park Update (Attachment #1) - Scott Schneider with the Apex Engineering Group was present to give an update on Friendship Park. He reviewed the master plan and explained that their vision is to have a plan of the entire park complex so we can have added efficiency for the project. He said the process started with the Friendship Park Committee to incorporate the overall concept. He reviewed the site plan showing a parking lot with 55 stalls with 7 ADA stalls. He showed the playground area with inclusive equipment saying that they started with the same footprint as Mandan's park. He showed an outer sidewalk area, nature trail with overlook area. He said there is an artificial play area as well as gravel nature trail along the trees that is ADA compliant. They also included three shelters with shade areas. Mr. Schneider said that they worked with park equipment vendors to see if they can meet the needs of the Friendship Park Committee's wishes and they came back with pricing that is incorporated in overall cost. He also laid out a restroom concept with four ADA restrooms, but is a work in progress. Also provided space for a community room that could be included in the future, space is provided in the master plan. He said depending on what is built the entire master plan is \$2.8 to \$3.2 million with the scaled back version being around \$1.8 to \$2.2 million. Executive Director James Kramer reviewed the budget, saying the only change is the addition of Stark County dollars that have been added. He said they currently have \$1.1 million cash in hand and are ready to begin. He said the committee has pledged dollars of \$500,000 which puts us right about \$1.6 million. The master plan gives us a really good vision for the future to plan for phase 2. Scott Schneider also added that the path on 10th Avenue East is a connection to the park. He said they will continue to work on next steps and final design with intention to build this summer.

Patterson Lake Hay Bid (Attachment #2) – Executive Director Kramer reviewed the Request for Bids for Patterson Lake Haying. He said the Board will need to give permission to start the bid process. He said the hay bid is for a period of six years. He said he has a list of about seven people who are waiting for the bid process to open but said he would like to sit down with some of them who have done it in the past and get their opinion on some of the specifications. Discussion followed. MOTIONED BY: Jo Marie; SECONDED BY: Zach Keller to give permission to go out to bid for Patterson Lake hay bids. Roll call vote: Ayes-4; Nays-0; Absent-1 (Karsky). Motion carried.

Director of Building/Grounds Report - Director Craig Pearson reported on parks saying they are working inside doing remodel of the parks shop and getting equipment ready for spring. Next week they will go out to Patterson to start on trees since there is no snow. He also said the crew is done flooding at the Eastside Complex outdoor rink for the year which is typically this time of year. Director Pearson reported on facilities, saying that WRCC staff is busy working on daily maintenance, recently scrubbed tennis and racquetball courts for tournaments. They will start working on pumps at the outdoor pool. At the ice center we are getting down to a few weeks left in Charbonneau rink which is the first rink to take out the ice with Cornerstone ending on March 20. He said for the golf course has finished with the golf equipment—everything is ready to go for the start of the season. Director Pearson reported that as of right now we are okay with the greens and the protection on them. He said we are about two weeks away from water, have water truck ready to put down on any affected greens.

Commissioner Tim Daniel left the meeting at 5:00 pm due to a prior engagement.

RECREATION/FACILITIES

Director of Recreation/Facilities Report - Director Matt Mack reported on WRCC memberships showing 6,154 members at the end of January which is up from the end of December. We sent out corporate information to attract more memberships. Our Membership Specialist is reaching out to get people signed up. He reported on personal training saying that TJ Dempsey brought a built in clientele and are making progress on that. He said he doesn't have any new information on the equipment for the personal training room; still waiting on shipments. For the golf course, Mike Rademaker is busy with inventory before the season starts. He then reported on adult leagues wrapping up for the winter and a busy month of February for tournaments at WRCC. We had the Rogina Cusic Memorial Tennis Tournament and the Pat Fadden Racquetball Classic and the Beat the Winter Blues event is this weekend and will have the Blue Hawk amateur basketball tournament at the end of February. Director Mack also said the staff is starting to plan for summer employment, reaching out to last year's staff to see how many returners we'll have. Commissioner Zach Keller asked about the private cart sheds. Executive Director James Kramer said we are leaning toward constructing a new private cart facility and will put together numbers for the March meeting; possibly 16 additional private cart stalls will be added. If we do build, our intent will be to open up to existing spot holders first and then open to new.

BUSINESS/FINANCE

Approval of Pledge Securities (Attachment #3) – MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas. Ayes-3; Nays-0; Absent-2 (Karsky/Daniel). Motion carried.

Approval of December and January Financials (Attachments #4-5) – Executive Director Kramer showed 2 months of financials to present, everything is finalized for year end. The auditor has recommended the Board to approve the financials each month going forward. He reviewed both months.

December Financial – MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve December 2021 Balance Sheet. Roll call vote: Ayes-3; Nays-0; Absent-2 (Karsky/Daniel). Motion carried.

January Financial – MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Zach Keller to approve the January 2022 Balance Sheet. Roll call vote: Ayes-3; Nays-0; Absent-2 (Karsky/Daniel). Motion carried.

2021 Year End Presentation – Executive Director James Kramer gave a presentation on 2021 Year End. He showed the total fund balance at the end of 2021 at \$3,892,312.42. He said the net income for the general fund is \$400,350.06. He then showed the breakdown of adult programs revenue and expenses along with youth programs revenue and expenses, explaining how we account for programming is that the adult programs off set the youth programs and special events. Adult programming ended at \$45,015.77 net income. Director Kramer reviewed the ice center revenue/expenses, net income lost approximately \$92,000, comparable to last few years. He then said the golf course had a banner year in revenue, the first time being over a million dollars but also had higher expenses due to all the damages at the golf course. The net profit at year end was \$53,348.36 which is not typical. He explained that that dollar amount includes a \$60,000 donation which skews the number. He moved on to Patterson Lake showing revenue and expenses, first time in a long time it did not turn a profit ending at a negative \$16,091.54. He then showed Heart River Retreat and Veterans Pavilion—both facilities are up in revenue over 2020 numbers. Both are making money for the general fund. Director Kramer reviewed the West River Community Center Fund Balance total revenue was \$1.9 million up from \$1.6 million from previous year. The beginning balance was -\$14,000. He said we have not received a subsidy from the City yet but fully intend to receive the payment. He reviewed the revenue streams at WRCC, 1-month, 3-month and annual and showed the membership numbers for informational purposes.

Executive Director Report - Executive Director James Kramer – Director Kramer said the next regular meeting is March 14. He had nothing else to report.

Legal Counsel Report – Attorney Randy Sickler had nothing to report.

Adjournment - MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to adjourn the meeting at 5:16 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President