#### PARK BOARD MEETING February 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, Monday, February 8, 2021 at the West River Community Center.

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

APPROVAL OF MINUTES: MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the January 11 meeting minutes. Roll Call Vote: Ayes-5; Nayes-0; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve January Claims in the amount of \$425,857.87. Roll Call Vote: Ayes-5; Nayes-0; Absent-0. Motion carried.

# Buildings/Grounds

Director of Buildings/Grounds Report (Craig Pearson) – Director of Buildings/Grounds Craig Pearson reported on facilities and said the staff has been grooming parking lots, preparing for installing new sauna, and alarm sensors for ice center. We've had some issues with the Charbonneau ice getting a little thick. He said the new laser system isn't working the way it is supposed to but are getting the issues worked out. Commissioner Scott Karsky asked what happened. Director Pearson said the system wasn't working for a week and it took about a week for the staff to notice. He said there wasn't much training of the staff when the system was installed. Director Pearson also reported on the parks, saying that they are flooding Optimist rink today and will flood Eastside Complex as well to keep the ice rinks running during this cold spell. He said it is good, skate-able ice right now and they will continue to sweep the ice as needed. At Patterson Lake he reported that they are on the last of tree trimming that is going on and parks staff is working on maintenance of equipment getting it ready for spring/summer. Director Pearson said on golf course side, they had a busted pipe in clubhouse that was caught right away so didn't do any damage. There was a break in down at the maintenance shop; lost some weed eaters, chainsaws, and other equipment. He said the incident is under investigation. Discussion followed. He also reported that they are doing tree work on the course in between weather cycles and that planning is underway for summer projects at the golf course.

## 2021 Park District Improvement Projects

Permission to Bid (Attachment #1) – Executive Director James Kramer reviewed the map of the improvement projects from Highlands Engineering. He said the base bid will cover the crack repair, patch work and chip seal of all asphalt we have Park District wide. He reviewed the base bid and bid alternates. He then reviewed the bonding side of it showing the Initial Resolution for General Obligation Park Facilities Bonds document. He said if you go over one million you have to publicly bid the bond. We will be under the one million bid obligation. The max amount of bond is \$950,000 for the purpose to construct and repair Park District infrastructure. He said what we are asking for today is permission to go out to bid and start the process. Commissioner Jo Marie Kadrmas asked about the term of the bond. He said it will be 10 years. He said if we are doing 10 year bonds, we will have to have paid off before we do another bond project. Jo Marie asked about the base bid project, what does that cover. Director Kramer James showed the 7 areas that the base bid will cover. All crack repair, patch work and chip seal in those 7 areas. He said we have \$100,000 that has been budgeted in Capital Betterment for this year. He also said this is one of those things that the Bureau of Reclamation would have helped us with but now that it is our property we wouldn't be able to get any Federal funding. Discussion followed on working with City and County and possibly redefine some of those areas where we can. President Scott Kovash entertained a motion. MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the bid process for 2021 Park District Infrastructure Improvement Project. Roll Call Vote: Ayes-5; Nayes-0; Absent-0. Motion carried. President Kovash asked for a motion on the Resolution for Finance. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Scott Karsky to approve the Resolution of Finance for the Infrastructure Improvement Project. Roll Call Vote: Ayes-5; Nayes-0; Absent-0. Motion carried.

Capital Improvement Update (Attachment #3) – Executive Director James Kramer provided project attachments and said they are informational and have been updated after the workshop in December. He pointed out on the Capital Betterment page, budget for 2021 is \$100,000 for bond and that is the payment for 2021 on the bond. Commissioner Zach Keller asked about the \$100,000 – is that for payment of the bond or to go towards the projects? Director Kramer said that is the payment for the bond. He reviewed the quality of life project plan showing where we carry over infrastructure updates, showing where the funds are coming from in the last 3 years. Director of Buildings/Grounds Craig Pearson then reviewed the capital projects booklet that was provided. The book shows each park and facility and what projects will be done. Discussion followed.

#### **Recreation/Facilities**

Director of Recreation/Facilities Report (Matt Mack) – Director of Recreation/Facilities Matt Mack reported and gave a membership update with the community center being at a total 5,841. He said that last February was highest overall at 7,211 memberships at the end of January. He said we had a successful member promo for 3 month memberships and we are now seeing a lot more activity in the facility. Now we will work on an annual member special to help recoup members lost. He reported that the Rogina Cusic Tennis Tournament was held this past weekend and Pat Fadden Racquetball Tournament will be held this weekend. Director Mack then reported that our Group Fitness coordinator has resigned and we will be working on a replacement for that position. On the golf side, our early bird sales are at 158, 28 higher than last year. He said he is also working on advertising on the course. Hole signs are in production right now and will work on advertising signs when we get the advertisers secured. Director Mack pointed out that the hole signs have not been updated in a long time and that being an advertiser is a 5 year commitment and will be \$4,000 over 5

years. He then reported on recreation saying that for winter programming, WRCC has been busy with adult leagues. He said recently we were approached by an avid pickleball player and coach and wants to help us and provide pickleball lessons. He said we decided not to have Blue Hawk Basketball Tournament this year due to lack of gym space, but are hoping to have the Spring Optimist Tournament if we can use the public school gymnasiums; we should know mid to end of February if we can use their gym space. Director Mack also said his staff is working on planning for summer activities with the summer guide coming out in March. He said we opened Ryan Nelson's position internally and have selected Caleb Burgard to take over as Recreation/Facilities Manager. He also gave a Covid update, saying the risk level is low and we have put things back to normal at the community center. At the ice center we are limited to 175 on ice which is 75% capacity on the ice.

## Business/Finance

Approval of Pledged Securities (Attachment #4) – MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the pledged securities. Roll call vote: Ayes-5; Nayes-0; Absent-0. Motion carried.

December Financial Statement (Attachment #5) – Executive Director Kramer reviewed the December financial statement that has been completed after all fund transfers that were approved at the last meeting.

January Financial Statement (Attachment #6) – Executive Director Kramer reviewed the January statement. He said total revenue year to date is \$615,000 which a fair portion comes from Stark County tax payment that has come in. He said we are only one month in, at the community center we are down quite a bit compared to previous years.

Personnel Policy Update (Attachment #7) – Executive Director Kramer showed a draft of the employee policy manual. He reviewed the changes that were made which the vast majority are benefit changes due to new providers for health, dental/vision, and flexible spending benefits all relevant to the switch to NDPHIT. He recommended approval. MOTIONED BY: Scott Karsky; SECONDED BY: Zach Keller. Roll Call Vote: Ayes-5; Nayes-0; Absent-0. Motion carried.

Downtown Square Task Force (Attachment #8) – Executive Director Kramer said the Downtown Square Task Force is requesting that two Park Board members be on the task force moving forward. He showed the site plan and conceptual rendering. Commissioners Jo Marie Kadrmas and Zach Keller both volunteered to be on the task force.

2020 Year End Presentation – Executive Director Kramer gave a detailed picture of the year-end financial as of Dec. 31, 2020. He showed the fund balance at year end was \$2,472,308.60. He showed the general fund revenue and expenses for last 3 years. He showed adult and youth programming within the general fund. He said youth programs are all up, goal is that the adult programs make up the funding of youth programs. He showed West River Ice Center in general fund, as well as Heart River Golf Course. He said 2020 was an excellent year at the golf course. The golf course revenue stays in the general fund which helped to make the general fund better. He then showed the community center revenue compared to last 3 years. Director Kramer said the building lost \$402,981.49 in 2020, saying the month of December was horrid compared to last 3 years. He said normally we do not need to ask the City for a subsidy. He showed the breakdown of revenues by source, showing each category. The total just in memberships was about a half million dollar difference compared to previous year. He showed the memberships month by month, showing the best we've ever had to the worst in the year of 2020. He said he thinks we've hit bottom and hoping we are now going the other way. He said the pandemic made people realize there are other ways to workout but we think this building offers a family and wellness package that other smaller fitness centers don't. Director Kramer moved on to Patterson Lake showing a total revenue of \$215,000 which was a banner year. Director of Recreation/Facilities Matt Mack said modern campground was pretty full in 2020. Commissioner Jo Marie Kadrmas asked if people camping out there were locals or people from out of town. Director Mack said he could pull those numbers. Director Kramer then showed general fund numbers from Heart River Retreat and Veterans Pavilion both coming revenue coming in low due to pandemic. Director Kramer then reviewed the breakdown of 2021 budget along with giving a Vision 2020 update. He said the vast majority of items were completed and a few items are still in progress. In progress items are park ordinances, foundation, and emergency action plan. He showed examples of things that were completed such as the noxious weed plan and golf course and parks plan. He said we applied for CAPRA and received an extension until 2022 which was approved. He said we will also apply for the Gold Medal award with application deadline being March 26 that will be awarded at the NRPA national convention in September 2021. He said this all ties to the Board's vision and 2020 plan moving forward and that things like this make your department better. President Scott Kovash said the Vision 2020 was very involved and has come a long way - he thanked everyone who worked on it.

Executive Director Report (James Kramer) – Executive Director had nothing more to report. President Scott Kovash asked if there is any way we could get the money that was short from the City subsidy. He said we have carried over money from previous years from city assistance. He also said he would like to see us all keep tabs on that and spend the money that was given from City. He thinks it will be helpful to the Board if they had a good list of projects that will be completed. Director Kramer said some of the carryover funds was intentionally to pay for bigger projects and other projects were items that just haven't been completed. He said he would include the projects each month for the Board to review.

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

Adjournment – MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Zach Keller to adjourn the meeting at 5:19 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

President