

**Park Board Meeting
March 11, 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, March 11, 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 Randy Sickler and Kara Visger, sitting in for Leah Hoenke.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

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

CONSENT AGENDA – MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve the Consent Agenda items as presented, which includes the Park Board meeting minutes from February 12; February Claims in the amount of \$564,804.78, Pledged Securities and agreements for the following user groups: Dickinson Diamonds Use Agreement, Dickinson Diamonds Concessions Agreement, Dickinson Baseball Club Use Agreement, Mustang Baseball Use Agreement, Mustang Baseball Concessions Agreement, Dickinson Hockey Club Use Agreement, Dickinson Hockey Club Concessions Agreement. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Commissioner Nic Stevenson asked if the hockey club was going to help with the cleanup for the WRIC and if there was anything in the agreement, Director Burgard responded saying that it has just been conversation with each entity about clean up. Each club was very open and honest about being able to do so.

BUILDINGS/GROUNDS

Director of Buildings/Grounds Report – Director Craig Pearson provided a written report. President Karsky said the new buildings at the golf course are looking good. Excellent job by Scott Mack and the crew. Commissioner Jo Marie Kadrmas said there was damage to park signage on the southside; two park signs had graffiti on them and are now clean. Director Benjamin Rae said one sign was cleaned by a couple of young men and suggested we try and recognize the men who cleaned the signs. Commissioner Nic Stevenson asked if we would be reporting on the new condensing towers on how things are operating. Director Pearson said Simco comes in regularly and makes sure everything is operating as it should. A few leaks other than that, it was one of the cleanest years for the ice center we've had. Commissioner Nic Stevenson said he thinks it would be beneficial to conduct reporting on the maintenance of the ice center to make sure we don't have any issues moving forward.

RECREATION/FACILITIES

Director of Recreation/Facilities Report – Director Caleb Burgard provided a written report. He added that we have 3 new lifeguard hires and 3 re-certified lifeguards. The 2nd Annual It's a Big Dill Pickleball Tournament went well with 71 participants, which was more than last year at 68. The Easter Egg Pool Hunt is coming up on April 7. TJ Dempsey is returning to our personal training staff. Adult Hockey League is ongoing until March 24th. The softball registration meeting had 30 team managers in attendance and more will continue to come throughout the month. Adult Golf League deadline is April 18th, the staff feel confident that we will fill up again this year with our Wednesday and Thursdays. The staff is currently having a discussion on if we should keep half the course closed for leagues. Commissioner Tim Daniel asked about the numbers on usages of rounds during those days, are we turning away a lot of teams for leagues. Director Burgard asked if the commission is open to opening more spots for leagues. What was the revenue difference if approved of these leagues. With South Heart reopening that will elevate the pressure of leagues for us. Director Burgard responded that yes, with South Heart reopening that will help take the pressure off of Heart River. Commissioner Tim Daniel agrees we should reevaluate if we still do have a large number to look at it again if the numbers go up. Commissioner Zac Keller suggested a potential 2nd season for leagues in the fall. Other discussion followed on if there is a penalty for people that don't use their tee times. Director Burgard said we are looking at different booking software, a specific golf module that does better reporting. Right now, we don't have a clear answer for that. We know it is difficult for members to get on to book a tee time and need something more efficient. Commissioner Tim Daniel asked what the cost of the software is. Director Burgard said LightSpeed is \$7500 and other ones have not given a quote. Commissioner Tim Daniel recommended as we go forward to take all these things into consideration, plan for the software into our budget, saying that it makes it easier for the play and makes our course better. Commissioner Nic Stevenson asked if there is a temporary plan of action. Director Burgard said we will need to require everyone to have a credit card on file when booking. Discussion followed on whether to penalize for tee-time no shows. It was decided that the staff would do further research on the situation.

Dickinson Public Schools Facility Usage Agreement – Director of Recreation/Facilities Caleb Burgard said this agreement has been in the works for 5 or 6 months with Guy Fridley. We have never formally had a written agreement with DPS regarding facility usage. We can alter this agreement if needed. Each party has the right to make changes with written notice. This agreement defines how to exchange facilities. One big question is the cost difference for usage and if it was comparable in trade of usage. Commissioner Jo Marie Kadrmas asked if there was anything regarding the tennis courts in the agreement. Director Burgard said the outside tennis courts are on DSU property. MOTIONED BY: Nic Stevenson; SECONDED BY: Jo Marie Kadrmas to approve the Dickinson Public Schools Facility Usage Agreement as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

BUSINESS/FINANCE

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

2024 Part-Time Wage Adjustments – Executive Director Benjamin Rae reviewed and said seasonal parks and golf maintenance have been some of the most difficult positions to fill. In 2023, the City paid similar positions at \$18.44/hour and in 2024 they are offering \$19.07/hour. In 2023, DPRD paid between \$12-15/hour. Staff is anticipating another difficult year in filling maintenance positions and has requested that we continue to close the gap with the City for these critical roles. He said it is particularly difficult to fill weekend ballpark maintenance and late-season golf positions. Director Rae said the staff recommendation is to adjust the base wage for the following roles for the 2024 season: Park maintenance to \$16/hour; golf maintenance to \$16/hour and Patterson Lake maintenance to \$16/hour. He said the staff also recommends differential pay for these positions. All part-time positions would be eligible for a \$1/hour increase for Saturday-Sunday shifts. All part-time golf positions would be eligible for a \$1/hour increase for all shifts worked on or after August 15 through the end of the season. Director Rae said the fiscal impact is approximately \$20,000 which is already contained in the 2024 budget. Commissioner Nic Stevenson suggested that \$1 is not going to be good enough and that it needs to be a significant number. Executive Director Benjamin Rae said in the short term this is what we must do and we'll see how it goes. Commissioner Jo Marie Kadrmas asked about lifeguard pay. Director of Recreation/Facilities Caleb Burgard said that he has done research on aquatics and the need for lifeguards and how we can handle the shortage. He said he surveyed the other districts around the state and there is varying levels based on certifications. He showed a written document of the other facilities and also showed that the median and average \$13.50. He said there were 17,000 actual hours worked in 2023. 24,000 total approximate available lifeguard hours each year (70% capacity in 2023). 35 current active employees with approximately 50 needed to be fully staffed. He said our priority is to be open Monday-Friday 1:00-3:00 pm again along with fully accommodate the upcoming outdoor pool season and also to resume private swim lessons. The staff recommendation is to increase the following base pay: Lifeguard to \$14/hour; head lifeguard to hourly rate + \$1; lifeguard with WSI certification to hourly rate + 1. Discussion followed on the need to increase the base for lifeguards and to get the outdoor pool to be available to its capacity. President Scott Karsky said he thinks \$14 right now is good starting point. It was discussed that we will need two separate motions.

MOTIONED BY: Nic Stevenson; SECONDED BY: Jo Marie Kadrmas to approve the park maintenance increase for part-time/seasonal employees to the base wage of \$16.00/hour. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the lifeguard wage increase the base wage to \$14.00/hour as presented. Roll call vote: Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Executive Director Report – Executive Director Benjamin Rae reported in addition to his written report. He said we received the Marathon Petroleum Grant for \$50,000 towards the natural portion of the Crooked Crane Trail. He said we are making some adjustments to design and that we also applied for a state trail grant that comes up in April. He said the grants will go towards signage, interpretation for bird species, distances, and a cyclist map along with trail cameras to track usage.

Legal Counsel Report – Legal Counsel Randy Sickler had no additional items to report.

Special guest Jason Homiston was present at the meeting and asked to speak. He said conditions have been good and he wants to ensure our golf course will have proper maintenance to stay up to par with South Heart. He said we should follow the rates to make sure we are staying in tune and updating our structure. He also said it is good to hear us talking about tee times and how it is being taken care of. Tee times and cart management are things we can do better for our course to make sure it is the best. All these things cost money and make sure you have a better understanding of how South Heart is being run. He suggested increasing the golf fees and pay the staff at the golf course better to make sure we can keep up with maintenance. He mentioned the bridge work to be done and that we need to make sure we have the money for the little things, cart signage for the course and upkeep. Jason Homiston said the user experience is one the most important factors for revenue and said a new POS system is a great investment. Commissioner Nic Stevenson asked Jason to comment further on the South Heart fees. Jason said South Heart is still working on fees but will be higher than in previous years. He also said that he doesn't think people will mind putting their credit cards on file, it is what is expected. Commissioner Zach Keller commented that this is a good discussion for user groups and to make sure our fees are on par with other courses, that is something to watch. Jason Homiston also said it will help you keep on track with wages, and it will give you more data. He said we've been fortunate with the resources we have; we just need to think about the next 5 years and anticipate the cost of labor and maintenance.

Adjournment – MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to adjourn the meeting at 5:05 pm. All aye, motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President