

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

ROLL CALL: Present were Commissioners Scott Kovash, Tim Daniel, Scott Karsky, 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.

MINUTES: MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmass to approve the February 14 meeting minutes. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Scott Karsky; SECONDED BY: Zach Keller to approve the February Claims in the amount of \$395,801.92. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

SPECIAL APPEARANCE

Dickinson Hockey Club, Inc. – Mr. Chad Groll - President of Dickinson Youth Activities was present to speak. He said he's here to ask the Park Board to take action to appoint one of the board members to a building committee for another sheet of ice. They are wanting a Park Board member to round out the committee and is hoping to start the process of picking an option for expansion of the ice center, locker rooms, etc. He said they are hoping to proceed with the locker rooms with or without another sheet of ice. Commissioner Scott Karsky said he would be willing to sit on the committee. President Scott Kovash said as long as we have a consensus from the board, no motion is needed. Scott Karsky will be appointed to sit on the Hockey Expansion Committee along with Executive Director James Kramer and Director of Recreation/Facilities Matt Mack. Director Kramer said the full board will be informed as the process continues. Currently public fundraising has not begun; the committee is now doing research on grants. Right now they need a formalized construction schedule to go along with the fundraising process. Chad Groll also reported on the project, saying it is still in infancy stages. He said he will be willing to provide this board with a full presentation of the project. Commissioner Zach Keller added that he would like to see a presentation, he would like more information to be able to answer questions to the public. Mr. Groll said he has a PowerPoint that he will share with the board.

BUILDING/GROUNDS

Friendship Park Bid (Attachment #1) – Mr. Scott Schneider with APEX Engineering was present to speak on the bid process for Friendship Park. He said they are working on the design process which is moving fast and they are trying to open bids at the end of April. He said they have a draft advertisement for bids; hoping to be back to the board with a recommendation in April. He said there will be two contracts, one for general construction and a separate contract for the playground equipment itself. Executive Director James Kramer said timing is a little ahead of schedule with the timing of our park board meetings. Mr. Schneider said we are fast tracking the process to meet the board requirements to go out to bid on the project. President Scott Kovash asked if there was a motion. MOTIONED BY: Jo Marie Kadrmass; SECONDED BY: Tim Daniel to go out to bid on the Friendship Park projects. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

APEX Contract - Heroes Park (Attachment #2) – Executive Director Kramer reviewed Heroes Park saying it will be a new toddler playground that will go along with the soccer complex. This is the agreement to hire APEX Engineering to go through the same process as Friendship Park. He said we are hoping to go out to bid and create efficiencies with contractors who are doing Friendship Park. Scott Schneider reviewed a letter of agreement for professional engineering services for Heroes Park. MOTIONED BY: Scott Karsky; SECONDED BY: Zach Keller to approve the letter of agreement with APEX Engineering Group. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Director of Building/Grounds Report - Director Craig Pearson reported on the parks staff continuing with tree removal and cutting out at Patterson Lake. They will also start at the ballparks with high school baseball starting on March 21 and first game on the 30th – that will be the main focus. He reported that the parks crew helped with taking out the ice at the Charbonneau rink and it was ready for the car show in 2 days. He thanked the crew that helped with that. Cornerstone ice will come out next after the last public skate session and adult league on Sunday night. He said for this rink they'll have more time to take the ice out and the glass and panels stay in the Cornerstone rink which makes things easier. Director Pearson said they will have remodel work to do over the summer and then ice goes back in the 3rd week of July. He reported on the outdoor pool,

staff is working on pumps to be ready for the summer season. At the golf course, checking greens weekly, so far moisture looks good and he thinks we will come out really well this year. He said they will evaluate the greens in 2 weeks before making a decision on when the green covers will come off. The project will take a solid week. Director Pearson said 4 of the golf maintenance staff will go to MTI training for the golf course. He then reported on the new cart barn material bids which came back at \$50,000 – we had \$35,000 set aside. He said the outside doors alone are \$14,000. Trusses have to be engineered by the city which is adding to the cost as well. The project may take through summer to complete with the parks maintenance crew doing the work. He explained that the cart barn will hold 16 individual cart bays. President Scott Kovash asked if the cost was what was expected. Director Pearson said we thought it would be closer to \$35,000 but is higher with rising cost of material. He also said we have some really good quality material from the old cart sheds that could be salvaged for this project. He said we'll be having the new golf maintenance facility bid out as soon as we can and removing those old buildings will need to be done. Commissioner Zach Keller asked where the money comes from for the project. Executive Director Kramer said that it will come out of Capital Betterment attached to the golf course.

RECREATION/FACILITIES

User Group Agreements (Attachments #3-7) – Director of Recreation/Facilities Matt Mack reviewed all agreements and said there were no changes other than corresponding dates. He asked for motions for the following user agreements:

Dickinson Baseball Club Use Agreement – MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Scott Karsky to approve the Dickinson Baseball Club Use Agreement. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Dickinson Diamonds Fastpitch Softball Use Agreement – MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmas to approve the Dickinson Diamonds Use Agreement. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Dickinson Diamonds Fastpitch Softball Concessions Lease Agreement – MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the Dickinson Diamonds Concessions Agreement. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Mustang Baseball Use Agreement – MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve the Mustang Baseball Use Agreement. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Mustang Baseball Concession Lease Agreement – MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the Mustang Baseball Concession Agreement. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Request for Concession Proposals (Attachment #8) – Director Matt Mack reviewed the RFP for Concessions at Gress Softball Complex. He said last year's vendor is no longer interested, but he's had three separate individuals who are. MOTIONED BY: Scott Karsky; SECONDED BY: Zach Keller to approve the RFP for Concession rights at the Gress Softball Complex. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Director of Recreation/Facilities Report - Director Matt Mack reported and said we are at 6,242 WRCC memberships at the end of February. He said annual members are up along with 3-month memberships. Compared to last year at this time, we have increased roughly 400 memberships. He also gave an update on personal training, saying the equipment is now in, he will give tours as requested. The trainers are already using the space for their clients and will be a nice addition to the center. Director Mack then reported on recreation programming; adult curling and futsal are finished for the season. Adult volleyball and basketball leagues are still running and the Spring Optimist Tournament is in April. He said summer youth program registration opens April 6 at noon. The staff is working on hiring for summer and contacting employees from last year. He said as it looks now we will have a decent amount of returning employees and will be posting open positions this week. Also looking at doing a job fair for summer employment. Director Mack reported on golf operations and said the pro shop and outside services are sitting well, and will be ready to go once the golf course opens. He updated the board on tennis courts at DSU saying that we received plans from USTA for two new courts at DSU. He also said USTA has opened grants for this year and we will be applying. The Dickinson Tennis Club has said they will fundraise \$25,000; NDRPA has up to a \$50,000 grant that we have applied for and USTA awards up to \$50,000. Director Mack said the estimates on concrete were over \$100,000 and said he thinks we will need more commitment from the public schools, possibly tied to sports complexes. Executive Director James Kramer said the university and school district are waiting for final construction of the sports complex which is Wednesday; once that is done everyone will know what will be needed. Commissioner Jo Marie asked about resurfacing the other 2 courts. Director Mack said we are moving our summer lessons down

to Eagles Park courts with the high school no longer an option. Commissioner Tim Daniel asked what the standard is for number of courts. Director Kramer said there are 4 courts at DSU—the standard is 6. Director Mack said he will keep the board updated as the process continues. President Scott Kovash asked about the personal training room and if only the trainers will be using it. Director Mack said yes, it is for personal training purposes only; clients will be using it with their trainers.

BUSINESS/FINANCE

Approval of Pledge Securities (Attachment #9) – MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve the pledged securities. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Approval of February Financial (Attachment #10) – Executive Director James Kramer reviewed the balance sheet, pointing out the medical insurance payable premium and reviewed the fund balances. The general fund is at \$1.6 million, up \$400,000 from last year. He said this has been a unique tax year. February was a lighter tax check this year and March check came in significantly larger than normal with State aid being included in March. He commented that WRCC is still down from pre-COVID but better than a year ago. Executive Director Kramer recommended approval of the February financial. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the February Balance Sheet. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Lease Agreement with Badlands Big Sticks and Expedition League – Executive Director Kramer gave an update on the lease agreement with Badlands Big Sticks and Expedition League. He said we have sent a letter to the Badlands Big Sticks terminating their lease. Legal counsel Randy Sickler said on February 15, we sent a written notice of default to the Expedition League and Big Sticks. He's had conversations with expedition league attorneys and they are asking for more time; so far they have never disputed the default. He said they have 10 days to cure the defaults or contest them and the next step is to serve a cancellation league of documents. The Park District would have to negotiate a new lease with big sticks or the independence league. Director Kramer said he doesn't believe the lawsuit is finalized but they are planning for the season as if it was. We'll need to get clear who is best to go into a lease agreement with, the big sticks or independence league, saying that at the May meeting we'll need to have a lease in place. Counsel Sickler said if the board agrees, it will be a motion to cancel the lease with the expedition league. He said there is still the lawsuit pending with the independence league in South Dakota; lawsuit will most likely continue throughout the summer. President Scott Kovash entertained a motion. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to cancel lease with Badlands Big Sticks and the Expedition League. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Executive Director Position (Attachment #11) – Executive Director James Kramer said his last day with the Park District will be August 15. He said that date was meant to get through the summer and budget process and also allow for a proper time for a new director search. He thinks it is in everyone's interest to get through the position search with this existing board, with there being a new board in place in July. He said he wants to make sure this timeline works with this board as the hiring process is this board's responsibility. President Scott Kovash said the entire board needs to be involved with the whole process. Director Kramer said the position announcement will come out in April with search continuing to early May. Hiring process will take place in the month of June.

Executive Director Report – Executive Director James Kramer updated the board on the equipment lease that was originally awarded to Dacotah Bank. He said we have not been able to close with the bank due to their policies and the delay of equipment. The second bidder was American Bank Center, which is now Bravera and they do not have any restrictions. His recommendation is to move on and go to the next bank since that was included in the original approval of equipment lease. He said he believes we have covered our bases in the original motion.

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

Adjournment - MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Scott Karsky to adjourn the meeting at 4:49 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President