

**PARK BOARD MEETING
April 12, 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, April 12, 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: Tim Daniel; SECONDED BY: Scott Karsky to approve the March 8 and March 26 meeting minutes. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve March Claims in the amount of \$377,219.03. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Buildings/Grounds

Director of Buildings/Grounds Report (Craig Pearson) – Director of Buildings/Grounds Craig Pearson reported on parks and said irrigation is going to the Astoria, Coke and North Complex. Water will be on soccer fields, Mustang and Gress Complex by end of week. Ball fields have been thatched and will do over seeding when we get into growing weather. He reported on irrigation repairs and also said they have finished the golf professional's office at the golf course, put in a new window and air conditioner. The maintenance crew is also finishing up with addition at parks maintenance. Director Pearson then reported on facility side. Doing routine maintenance, cleaning pools and courts. At the ice center they did a walk through and put together a cleaning program and reorganization plan. Carpet cleaners will come in and do a complete clean at ice center. At the golf course, irrigation is up and running, had five breaks over winter which have been repaired. Sam Davis has been able to run full cycles, have had a few plugged heads but for most part have been able to water.

Project Summary (Attachment #1) – Executive Director James Kramer updated the board on infrastructure updates. He pointed out the larger projects. The parks maintenance shop did an addition for additional office space, playground renovations; Lions Park and Pride Park will have new renovations this summer. They will replace all wood chip and border that will replace any park that has sand and wood border.

Recreation/Facilities

User Group Agreements (Attachments #2-7) – Director of Recreation/Facilities Matt Mack updated the board on use agreements that need approval.

Mustang Baseball Use Agreement – Term of lease is April 1, 2021 to March 31, 2022. He recommended approval. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Scott Karsky to approve the Mustang Baseball Use Agreement. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Mustang Baseball Concessions Lease Agreement – Term of lease is April 1, 2021 to March 21, 2022. MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the Mustang Baseball Concessions Lease Agreement. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Dickinson Diamonds Fast Pitch Softball Use Agreement – Term of lease is April 1, 2021 to March 31, 2022. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the Dickinson Diamonds Fast Pitch Softball Use Agreement. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Dickinson Diamonds Fast Pitch Softball Concessions – Term of lease is April 1, 2021 to March 31, 2022. MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve the Dickinson Diamonds Fast Pitch Softball Club Concessions Lease Agreement. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Dickinson Baseball Club Use Agreement – Term of lease is April 1, 2021 to March 31, 2022. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the Dickinson Baseball Club Use Agreement. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Gress Softball Concessions Lease Agreement – Term of lease is May 1 to September 30, 2021. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve the Gress Softball Concessions Lease Agreement with Mike Davis. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Director of Recreation/Facilities Report (Matt Mack) – Director of Recreation/Facilities Matt Mack reported 5,921 members at the West River Community Center which is up 64 members from end of February. He said we are starting to head in right direction. We are sending out to individuals to offer a discount to those that canceled during the pandemic and will re-evaluate at end of April. He reported on lifeguard courses and WSI courses going on now to get summer staff trained. Summer staffing for WRCC and the outdoor pool is looking good; majority of staff is coming back this year. For the golf course, at end of March we had 271 rounds of golf; sold 370 season passes. Trending in right direction. Golf Professional Mike Rademaker has been receiving new inventory. He has a skeleton staff right now, has limited staff for weekends. Staff is mostly tied to their availability and when school gets out that will help. DSU and DHS have golf tournaments coming up – still have tee times available on those

days. Director Mack reported on recreation. The Optimist Tournament was just shy of 70 teams and went well. Softball registration deadline was last week, 64 total teams which was same as last year. Summer program registration is April 14 and April 20 is deadline for golf league and sand volleyball. For golf league we have discussed adding an additional evening to accommodate more teams, possibly have Thursday evenings. For summer employment the department is looking well, would like more softball umpires which is always a struggle. This year they picked up 5 or 6 college students. President Scott Kovash asked about the lighted tree on Leisure Park Trail that is never lighted. Executive Director Kramer said that was an Eagles Scout project with the hospital. He said he will reach out to them.

Business/Finance

Approval of Pledged Securities (Attachment #8) – MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the pledged securities. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

March Financial (Attachment #9) – Executive Director James Kramer pointed out the revenue over cash is up from last year. For the General Fund, total revenue through March is \$1,850,000; net is \$100,000 up from a year ago. The WRCC Fund is still lagging, with total revenue through March is down \$449,000; \$100,000 off from last year. Commissioner Zach Keller asked if we are looking at extending the hours back to 10 pm. Director Matt Mack said we have had similar conversations. Executive Director Kramer said that was a common complaint from staff that the last hour we were staying open was for very few people. He said we will have discussions internally regarding the closing time.

Infrastructure Improvements

Bid Summary (Attachments #10-11)

Executive Director Kramer reviewed the bid tabulation from Highlands Engineering showing bids came in high with one bidder Northern Improvement. Bid was \$1,528,093.80. We had a meeting with Northern and worked with them to get that number down. He said when we bid the project it was all together so numbers are hard to understand. At the end of day we were able to get the number down to \$1,110,168. We are able to bond \$950,000 but only planning for \$900,000. We are really close to being in line with the budget that was set. Director Kramer wanted to make sure that everyone is comfortable with the numbers. He said they are pulling out all of gravel projects. He said with \$950,000 bonding, City assistance is \$200,000 and Park District is \$100,000. Mike Njos from Highlands Engineering was present to review the bid award. Director Kramer said it was discussed that it was best to take gravel out and go to other contractors locally and get more work done for less dollars. He said if we award to Northern Improvement and follow Highlands Engineering suggestion to deduct down through change orders. The first bond payment of \$100,000 could actually be applied towards the gravel portion of project; for \$200,000 we are getting close to what we need. Most of gravel project will be done at the Patterson Lake north and south areas, Game and Fish boat ramp and Gress Complex. He also said the other thing we talked about doing is to purchase gravel through the City and County at reduced rates and possible help with labor. Mike Njos said legally we have to award the \$1.5 to Northern Improvement and then do a Memorandum of Agreement for reduced prices. Discussion followed. Director Kramer recommended approval contingent upon our attorney's approval. MOTIONED BY: Jo Marie Kadrmaz; SECONDED BY: Scott Karsky to approve the C-510 Notice of Award as presented contingent upon Attorney Randy Sickler's approval. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Bond Resolution (Attachment #12) – Executive Director James Kramer reviewed the bond resolution. He said this is the initial resolution and there is a protest period that ends April 18 after which a final will be provided. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the Resolution providing for the sale of General Obligation Park Facilities Bonds, Series 2021. Roll Call Vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Patterson Lake Land Update – Executive Director James Kramer said we are on the Planning and Zoning agenda for next Wednesday. The appraisals are due back Friday then will go into the purchase of each of those lots. Attorney Randy Sickler has prepared the six items of the cabin lot purchase documents: Real Estate Purchase Agreement; Quit Claim Deed from Park District; Quitclaim Deed, Public Law No. 115-306; Agreement between United States and Park District to Convey the Federally Owned Recreation Land and Permitted Cabin Land at E.A. Patterson Reservoir to the Park District; and the Management Agreement. He said once lots are sold we will make deductions and pay ourselves to recoup costs and then forward to Bureau of Reclamation. Attorney Sickler reviewed. He said when someone is looking at purchasing a lot, they will see the documents that show the reservations that we received – we want to make sure the buyers come in with eyes wide open, they will see their title is subject to management agreement, passing on same title that we got from bureau. James said we are working with the Bureau of Reclamation now and they are asking for quarterly updates on sales.

Executive Director Report (James Kramer) – Executive Director Kramer said we may need to have an end of month meeting to take care of items that can't wait until May

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

Adjournment – MOTIONED BY: Jo Marie; SECONDED BY: Zach Keller to adjourn the meeting at 4:43 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President