

**Park Board Meeting  
April 8, 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, April 8, 2024, at the West River Community Center.

**ROLL CALL:** Present were Commissioners Scott Karsky, Tim Daniel, Zach Keller, Jo Marie Kadrmass. Also, present were Executive Director Benjamin Rae, Director of Buildings/Grounds Craig Pearson, Director of Recreation/Facilities Caleb Burgard, Legal Counsel Randy Sickler and Clerk Leah Hoenke. Commissioner Nic Stevenson was absent.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was given.

**APPROVAL OF AGENDA – MOTIONED BY:** Jo Marie Kadrmass; **SECONDED BY:** Tim Daniel to approve the agenda. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

**RECOGNITION – Community Service Recognition –** President Scott Karsky presented Jude Hicks and Laysen Brostowitz a certificate of appreciation for the work they did to clean up vandalism in our parks. He thanked the boys for their service to the community.

**RECOGNITION – Jessica Stewart – 10 Years of Service –** President Scott Karsky presented Jessica Stewart, Accounting Specialist for 10 years of service.

**CONSENT AGENDA – MOTIONED BY:** Tim Daniel; **SECONDED BY:** Zach Keller to approve the Consent Agenda items as presented, which includes the Park Board meeting minutes from March 11; March Claims in the amount of \$819,256.43, Pledged Securities and agreements for the following documents: Gress Softball Complex Lease; Dickinson Soccer Club Agreement; Vendor Application. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

**SPECIAL APPEARANCE –** City of Dickinson Renaissance Zone Presentation - Josh Skluzacek and Steve Josephson were present to speak on the City of Dickinson's Renaissance Zone 10 Year Renewal. Mr. Josephson explained that the Renaissance Zone is an economic development tool authorized by the State of North Dakota offering incentives for taxpayers to undertake activities that benefit the City's urban core and the City as a whole. This is a 10-year renewal and part of the process is getting consent from agencies that have taxing authority. He explained the process and said they are here to ask for a letter of support to include with application to the state. President Karsky said he is a big fan of the renaissance zone project; some nice enhancements have been made. Commissioner Tim Daniel also said it has been a great program and hopefully can continue to have businesses take advantage of this. After further discussion, President Karsky entertained a motion. **MOTIONED BY:** Jo Marie Kadrmass; **SECONDED BY:** Tim Daniel to approve the letter of support provided by the City of Dickinson with the appropriate language and the Park Board has approved. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

#### **BUILDINGS/GROUNDS**

**Director of Buildings/Grounds Report –** Director Craig Pearson provided a written report and asked if the board has any questions. He added that the maintenance recommendation for the opening of the golf course is this Friday.

#### **RECREATION/FACILITIES**

**Director of Recreation/Facilities Report –** Director Caleb Burgard provided a written report. He added the tee time guidelines have been updated. Changes for this year are notated in red, he explained the process to try and alleviate the no shows, where we will require credit cards when booking a tee time. He said we'll continue to evaluate as the season starts. Commissioner Jo Marie Kadrmass suggested that you let the pass holders know the date that we will start charging if we do start charging for no shows. Director Burgard said he agrees, and the fee associated has been in discussion. Director Burgard also reported that the easter egg pool hunt brought in 100 participants, which was low compared to 300 last year. For 2025, we'll look at the event being held before Easter. He reported on upcoming lifeguard courses scheduled. At the ice center an invoice has been sent to the Dickinson Hockey Club per their agreement.

#### **BUSINESS/FINANCE**

**March Financial –** For informational use only. **MOTIONED BY:** Zach Keller; **SECONDED BY:** Jo Marie Kadrmass to approve the March financial as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

**1<sup>st</sup> Quarter Financial Review –** Executive Director Benjamin gave a presentation on the first quarter financials. He reviewed fund balances. He noted that we have made an adjustment that anything in current projects are items that the board has already acted on and future projects are things still available to be used. He reported the YTD Fund Balance at \$1,578,931.15. He reviewed the General Fund showing \$2,372,575.56 which is in line with previous years. WRCC fund is up in revenue as well as expenses. Director Rae said the increase in expenses is mostly due to personnel. The total fund balance is (\$60,352.15). He stated that we are starting to see a softness in memberships, nothing too drastic but is not increasing to keep up with the rate of keeping up with personnel expenses. He said he's not too concerned at this point in the year. He then reviewed the 2024 budget committee strategies being that the committee will look to adjust the general fund and capital betterment mill levy as needed to maintain current level of service; review fees; review part-time and full-time salaries to maintain competitiveness in the market; review insurance offerings; review all park district debt; review investments and review the financial/payroll software. Director Rae said

we will be putting out an RFP for new fitness equipment and golf carts. He showed the current organizational chart. He reviewed projects that have been completed. The Dickinson Parks and Recreation Foundation was created in March 2024; Heroes Park was completed in March 2024; and Heart River Golf Course maintenance building 1 and 2 were completed in March. He said that Pleasant Valley Park playground will be replaced this fall and that we are working on the recreational trails grant and working towards the bridge RFP for the golf course. He also said the Sports Complex playground will go in soon, along with tennis renovation is set for this summer. Director Rae reported on other items in the works being that we purchased 3 new fleet vehicles; a new range ball machine; Ventrac equipment and the WRCC 20<sup>th</sup> Anniversary Open House will be on May 18.

Lakeview Park MOU – Executive Director Benjamin Rae reviewed his executive summary on the Lakeview Park MOU. He said the Stark County Park Board has approved improvements at Lakeview Park located on the north side of Patterson Lake. It will be the only park in the County system that has been improved. As such, the County reached out to ask if we would be willing to partner on the project to handle day-to-day maintenance. The County would maintain responsibility for funding and all current and future capital improvements. Director Rae said the staff recommendation is to approve the Memo of Understanding with the County Park Board and said this is a good opportunity for us to strengthen ties with the County Commission and Park Board. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the Lakeview Park MOU as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

WRIC Flooring – Executive Director Benjamin Rae said the arenas’ naming rights were established to provide additional funds for capital improvements at the West River Ice Center. Currently, there is about \$87,000 in funds for improvements in the account. The funds are used by joint agreement of the hockey club and park board. Staff have been discussing improvements in the Charbonneau arena including extended permanent flooring. This is the top priority of the hockey board and has been approved by them. Director Rae the staff recommendation is the approval of the permanent rubberized flooring installation in the Charbonneau arena before the next hockey season. The fiscal impact is \$42,000, which will be paid from the naming funds set aside for these projects. MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmass to approve the WRIC flooring as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

Park Board Tour – Executive Director Rae said the Park Board typically likes to do a park tour in the spring. He proposed April 22 at 4:00 pm and is looking for feedback on that date. He said he will follow up with the Board on specifics.

WRCC Emergency Exit Repair Discussion – Executive Director Rae reviewed the plans for the emergency exit repairs. When we had water damage from frozen sprinkler lines, they pulled the insulation and drywall out and discovered that water was coming off the roof and into the wall cavity and probably has been for a while. We had about three construction companies but none of them wanted to touch it without engineering work being done. We contracted GTE architecture to see what could be done. Their recommendation is to build up the roof and push out 12-18 inches past edge to get away from wall, additionally recommended an additional rain gutter to extend off roof line. Project will require pulling off all brick exterior to get to damage, rebuilding damage to wall, new block wall. Director Rae said they are putting together an estimate. Contractors do not think it will exceed \$200,000. He said it was most likely a poor design of that area. Commissioner Kadrmass asked where the funds would come from. Director Rae said it will likely come out of half cent sales tax money and potentially push back other projects. This is a priority to solve one way or the other. Do we want to find a permanent solution or just replace the rubber and see how it holds up? Discussion followed. Director Rae explained that this ended up not being an insurable item, it was built to specifications on the drawings. He said everything on the interior will be covered as part of the insurance claim on the interior. The other work that is not covered, exterior portion of drywall. President Scott Karsky said he would like to see numbers on both sides. He asked if there would be any shutdown involved. Director Rae said no shutdown will be required but we can’t do any work on the interior until the water issues are resolved. It is approx. \$3,000 per month to keep the existing scaffolding. No action is required today.

Executive Director Report – Executive Director Benjamin Rae said the sports complex playground is moving forward but is working to get concrete bids. Winn construction is already doing other work at the site and is a big contributor to the project. The fee schedules for the North Complex are being looked at. The University would like us to consider raising our non-resident fee for the North Complex to match what the University charges for the sports complex. We will look at that when reviewing fees.

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

Adjournment – MOTIONED BY: Jo Marie Kadrmass; SECONDED BY: Zach Keller to adjourn the meeting at 5:10 pm. All aye, motion carried.

PREPARED BY:

APPROVED BY:

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Clerk

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President