

**Park Board Meeting
May 9, 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, May 9, 2022 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 Randy Sickler and Clerk Leah Hoenke.

MINUTES: MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the April 11 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 April Claims in the amount of \$959,759.43. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried. Motion carried.

SPECIAL APPEARANCE

New Employee Introduction – Director of Recreation/Facilities Matt Mack introduced new employee Caroline Wood who is our new Customer Service Specialist. Caroline started with us in 2019 as a part-time employee and is now a full-time employee who will oversee the WRCC Control Desk staff. The Board welcomed her.

BUILDING/GROUNDS

Big Sticks Baseball Club Lease (Attachment #1) – Executive Director James Kramer reviewed the draft of the lease with Badlands Big sticks. He said Dave Ouellette is on board with the lease and is ready to move forward. The term shall be May 9, 2022 to December 31, 2022 which is what is left on the previous lease. He explained under insurance on page 4, we will need to get their insurance prior to executing the new lease. Director Kramer recommended approval contingent upon the renewal dates and proof of insurance.

MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the lease contingent upon the renewal date and proof of insurance. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Friendship Park Bids (Attachment #2) - Scott Schneider, APEX Engineering was present to review the bid opening for Friendship Park on May 4. He reviewed Contract A stating they received two bids from Roers West and Tooz Construction. Low bidder was Tooz Construction at \$790,476.90 for General Construction Base Bid A with alternates. Mr. Schneider then reviewed Contract B for the playground equipment itself. Two bids received were from BC6 Builders and Dakota Playground. Low bid was from BC6 Builders for \$637,600.72. Executive Director James Kramer said the budget that was based on fundraising, we are \$60,789.26 over budget. We have to decide if we are comfortable awarding when we are over and work with contractors to get the number closer to the budgeted number. He also said there is still fundraising going on and it is what the board feels comfortable with now. Worst case we are on the hook for the over budget amount. He said no matter what is negotiated we will approve these numbers now or later. Scott Schneider said these bids are good for 45 days; the first meeting in June will be the latest he could go. He said for the playground equipment, if we hold things up the playground equipment may not be here this year. Commissioner Kadrmas said she would feel more comfortable with more information before final approval. Director Kramer said we could have a special meeting in May to have some potential solutions. Consensus from Board is to wait to approve.

WRIC 3rd Rink Site (Attachment #3) – Executive Director James Kramer provided a summary for options one and two of the 3rd sheet of ice. The Hockey Club put together a committee to have discussions on a 3rd sheet of ice and said after those discussions, a locker room is the higher need but choosing an option for the 3rd sheet will determine the locker room location. Option 1 is on the west side of the existing rink, way fewer trees to remove, site and utilities are accessible. Downside is it is a ways away from the mechanical and maintenance area. Second option is to the north of the existing, 28 full grown trees that will need to be removed. Elevation is lower than existing rink, utilities run directly under that site, utilities will need to be moved, but it is close to existing mechanics. The two options are roughly a million dollars apart, with option 1 being lower. Director Kramer said that the consensus from staff is the west side which allows them to start the locker room project in the back. He said the Hockey Club is looking for guidance so they don't go down the wrong direction for future plans. He said step one is to decide where the 3rd sheet will go so we aren't wasting any time with the locker room expansion. Commissioner Jo Marie Kadrmas said she doesn't have a problem building the locker rooms if they are self-funded. President Scott Kovash said they have always been willing to build it and haven't asked us for any funds. Director Kramer said the Hockey Club has asked if we could reach

out to original architects to get a better plan moving forward. He said he will keep bringing information back to the board as this progresses. Board consensus is that they support the discussion of the locker room expansion.

Director of Building/Grounds Report – Director Craig Pearson reported on parks, saying that restrooms at the parks and buildings are all up and running. Getting irrigation up and running as well. He said the user groups are operating and we'll have 15 diamonds that will be in use. All water docks have been put out; kayak launches are in place as well. Facilities crew worked on the bird problem at the front entrance and cleaned up the area. It will be a work in progress, it looks like it will be effective but will need to be an ongoing process. Director Pearson said the leaks in the roof at WRCC are from the massive snow storms and we are looking into taking care of those areas that we know are a problem. Crew will work on getting the outdoor pool ready, getting it prepped to open on June 1. Lap pool will be used to fill the outdoor pool. He said he is working on part time/seasonal help to help with the process. At the golf course, the course is in really good shape; greens are very healthy. We are finishing cart path projects. Cart shed project is planned for the fall. Cordova will be coming out to finish drainage and bunker projects and we also have a truck load of trees coming in. He said full fertilization of the course is coming up as well. Commissioner Scott Karsky asked about the aeration of the greens. Director Pearson explained the process and said they will try not to interfere with play as much as possible.

RECREATION/FACILITIES

Gress Complex Concessions (Attachment #4) – Director of Recreation/Facilities Matt Mack reviewed the Gress Complex concessions saying that we did not receive the interest in concessions that we thought. Dave Ouellette was the only one that is willing to take it on this year. Everything that is underlined and bolded was changed from last year. We will sit down after the season to give us a better idea moving forward on how we want to proceed with concessions in the future. He said the lease agreement is May 9, 2022 to December 31, 2022. He asked for approval of the lease agreement. Executive Director James Kramer said we did not receive any bids for the concessions at the Gress Complex and that Matt reached out to Dave to see if he would be willing to take it on. MOTIONED BY: Jo Marie Kadrmaz; SECONDED BY: Zach Keller to approve the Gress Complex Concessions agreement with Dave Ouellette/Badlands Big Sticks Baseball Club. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Director of Recreation/Facilities Report – Director Matt Mack reported on WRCC memberships being at 6,087 at end of April, down by 50 memberships from last month, mostly from 1 and 3 month memberships. Annuals are up from last month. He is expecting a 3 month increase due to the outdoor pool. He said the outdoor pool is opening June 1. Staff training is scheduled leading up to that date. Commissioner Scott Karsky asked about the member budget, how we base that number. Executive Director Kramer said it is more so the dollars that we generate. Director Matt Mack then reported on golf course season passes at 482 passes at the end of April, down 30 passes from last year but way above what we normally sell in a typical year. He's expecting more season passes to be sold as the season is starting. He said the driving range is now open and that we are keeping track of no show tee times and have the ability to charge for no shows if needed. On the Patterson Lake side, he reported that modern campground is now open, primitive will open Memorial weekend. The Visitors Booth will be staffed beginning May 23. Director Mack reported on adult leagues starting, sand volleyball, softball, and golf along with youth summer programs starting in early June. He then gave an update on tennis court renovation and grant opportunities. There is up to \$30,000 potential from the two grants. He said we'll need to form a committee to move forward and that he will keep board updated. Commissioner Jo Marie Kadrmaz said she would be willing to help with the tennis committee if needed.

BUSINESS/FINANCE

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

Approval of April Financial (Attachment #6) – Executive Director James Kramer pointed out the fund balance report; general fund through April revenues are down and expenses are dramatically up. The Hockey Club payment has not come through yet. Golf course is down \$100,000 in revenue compared to the last 3 years due to a late season opening. On the expense side we are up because the City has retirements that went through and so the City has asked us to make an annual payment early to cover that. Another expense is the Patterson Lake lot that was sold and payment was sent to the Bureau of Reclamation. He said the community center comparing previous two years, revenues up and expenses are holding steady and trending in the right direction. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve the April 30, 2022 Balance

Sheet. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Consolidated Easement (Attachment #7) – Executive Director James Kramer reviewed the right of way easement request from Consolidated located in Jaycee Park, on east side parallel to 5th Ave SE. They are replacing above ground structure and outdated cable. Consolidated does not pay for these easements on public property. Attorney Randy Sickler has reviewed and recommended approval. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the Telephone Company Right-of-Way Easement from Consolidated Enterprises, Inc. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Hay Contracts Approval (Attachment #8) – Executive Director Kramer reviewed five contracts for mowing and haying at Patterson Lake. He said it was a very competitive bid process; the high bidders are as follows. He recommended approval.

Tyler and Jared Schoch, \$30/ton for Tract A. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Zach Keller. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Rob Ridl, \$70/ton for Tract B. MOTIONED BY: Zach Keller; SECONDED BY: Scott Karsky to approve presented contract. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Rob Ridl, \$80/ton for Tract C. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve presented contract. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Jerel Hafner, \$35/ton for Tract D. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to approve presented contract. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Casey Heidt, \$25/ton for Tract E. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve presented contract. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

The District Development – Executive Director Kramer said at the last meeting we talked about the new District Development. James said they are invited to a June meeting to present and that the verbal request is to use the pocket park in another development they own in the area.

Base/Salary Plan (Attachment #9) – Executive Director Kramer reviewed classifications of positions and current bases. Recommendation is to change the base of specialist from \$34,000 to \$40,000; supervisor \$42,000 to \$45,000; manager \$52,000 to \$53,000 along with merit pay recommendations. He said the total salary adjustment is \$27,800 with new salary effective May 15, 2022. The new budgeted salaries for 2023 would be \$1,572,540. Commissioner Tim Daniel said this is a result of us trying to be more competitive in the current workforce in Dickinson. Director Kramer said it is a really good initial step, he believes we are doing a good job of focusing on lower tiered salary positions, helps with retention and with filling new positions. Commissioner Kadrmas asked if this is for current staff and new hires. Director Kramer said yes, this is for our current staff that will see adjustments in this budget. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve the adjustments for base and salary plan. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Executive Director Report - Executive Director James Kramer gave a presentation on our 75th Anniversary. He reviewed how the Park District started in 1947 and where we are now. He said for the past two years we applied for the AAPRA/NRPA Gold Medal Award and he is happy to announce that we are a finalist. He said this is a major kudos to staff and the Park Board. This is not an easy process and only one other community in North Dakota has been awarded and that is Bismarck Parks and Recreation. The award will be given at the 2022 NRPA Annual Conference in Phoenix, AZ in September.

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

Adjournment - MOTIONED BY: Zach Keller; SECONDED BY: Scott Karsky to adjourn the meeting at 5:27 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President