

**Park Board Meeting
June 10, 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, June 10, 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, and Clerk Leah Hoenke.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

APPROVAL OF AGENDA – Executive Director Benjamin Rae added item number 8h – District Neutrality to the agenda. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Nic Stevenson to approve the agenda including adding item 8h. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

CONSENT AGENDA – MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the Consent Agenda items as presented, which includes the Park Board meeting minutes from May 13; May Claims of \$700,652.00; and Pledged Securities. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

BUILDINGS/GROUNDS

Director of Buildings/Grounds Report – Director Craig Pearson provided a written report and added that Friendship Park had some major graffiti damage. We have since ordered three cameras for the park and installation will be in the last week of June. He said there was not much monetary damage but a lot of labor to clean up. He also updated the board on the outdoor pool work saying leak repairs were needed and the maintenance staff is working hard to get the pool ready for opening.

RECREATION/FACILITIES

Director of Recreation/Facilities Report – Director Caleb Burgard added to his written report and said he continues to monitor the impact of requiring credit cards when booking tee times, saying that in May 2023 we had 241 no shows recorded in comparison to May 2024 the no show number went down to 36. At the community center, we celebrated our 20th Anniversary in May and sold 56 3-month memberships and 174 people who took advantage of free usage that day. He also added that the Dickinson Park District app is ready for review; he asked commissioners to download the app and give us any feedback. We will start using the push notification feature for adult leagues for weather cancellations. President Scott Karsky gave kudos to the staff on the 20th anniversary, saying the staff did a great job.

Golf Cart RFB – Director Burgard reviewed the golf cart lease request for bids. He said Heart River Golf Course currently leases the golf cart fleet on a 4-year cycle. The existing 50-car fleet is set to expire on October 31, 2024. We have discussed as staff increasing the existing fleet to a 60-cart fleet with an alternate of the dashboard/module feature. He said the projected cost is \$65,000 for 2025 and beyond, compared to \$35,000 currently. He asked the board to approve the RFB as presented. Discussion followed. President Karsky entertained a motion. MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmas to approve the Request for Bids for the lease of 60 golf carts at Heart River Golf Course. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Dickinson Pickleball Club Agreement – Director Burgard reviewed the agreement. He said he has been working with Billie Sue Richter, she is their club president, and has been active in helping us grow our pickleball programming. The agreement coincides with other user group agreements. MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the Dickinson Pickleball Club Agreement as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Mustang Baseball Complex Turf Discussion – Director Burgard said this is solely for discussion purposes and has been a conversation with Mustang Baseball Club for a while. The club would like to enhance the Mustang Baseball Complex fields to accommodate their growing program and for the possibility of attracting larger tournaments to Dickinson. He wanted to give the board an idea of what we spend and what we get from Mustang Baseball Club. Numbers from 2023, cost of supplies, labor and maintaining the fields range from \$7500 to \$10,000 in a given season. Last year Mustang paid us \$2,000, we subsidized the rest. We quoted to do the 41,000 sq. ft. project for all 3 fields for infield only and to expand infield, quote is \$10.25/sq ft for a total project cost of \$420,250. Mustang has committed a third of that and is asking the Park District to cover another third and Mustang would come up with the other third through sponsorships. He said the life expectancy is 10-15 years for the fields. Executive Director Benjamin Rae said we will have to have a lot more discussions on what that would look like to finance the project. Most of the time you want to give yourself 10-15 percent contingency on the project cost. He said we would likely look to finance and would require a significant upfront from donors. Once we are at the 50 percent mark we'll look to moving the project forward. Commissioner Nic Stevenson asked what the timetable is if we agree. Director Rae said his opinion is 2026, he would be surprised if we would be able to get it done until following their season in 2026. He also added that we would look to Mustang Baseball to upfront the engineering costs. Commissioner Zach Keller asked about the possibility of attracting tournaments. Director Caleb Burgard said it's difficult to host at our current facility because field 1 is the only field that can accommodate state and regional tournament play. Discussion followed.

BUSINESS/FINANCE

May Financial – For informational use only. Executive Director Benjamin Rae noted that we paid the \$279,000 for the retirement payment early this year and that is making our expenses higher for the month of May. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the May financial as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Ice Resurfacers Naming Rights Agreement – Executive Director Rae said this would mirror the naming rights at the ice center in partnership with the Dickinson Hockey Club. He commented that they are great at bringing in sponsorships for that facility. He reviewed the agreement and said the hockey club wanted sole rights as to how the funds are spent but said that would not be possible, it would be a joint agreement. He recommended approval as written. MOTIONED BY: Tim Daniel; SECONDED BY:

Zach Keller to approve the West River Ice Center Sponsorship Agreement with the Dickinson Hockey Club. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Foundation Policies – Executive Director Rae said legal counsel has reviewed the foundation policies and the foundation board is now submitting to the Park Board for approval. He explained that the foundation is created to directly and solely to benefit the Dickinson Parks and Recreation District, a public entity, the District should establish rules regarding the use of district logos, resources and staff in accordance with North Dakota Century Code. He said the staff recommends approval. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Zach Keller to approve the District and Foundation relationship as presented in the Foundation Policies as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Foundation Fund Request – Executive Director Rae stated that the District set aside \$25,000 for expenses related to the future of the foundation. The foundation board is now requesting \$5,000 for start-up costs to include but not limited to website, social media, marketing materials, etc. He said in accordance with North Dakota Century Code use of such funds must be approved by the District and cannot be transferred directly to the foundation. The staff recommended approval. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the expenditure of up to \$5,000 from the Dickinson Park District Foundation fund for the use of initial set-up of the foundation. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

2025 Fee Schedule Review – Director of Recreation/Facilities Caleb Burgard reviewed the recommended fee changes; he explained the process and said this information is for review and will be brought back to the board in July for formal approval. He recommended increases to t-ball, adult basketball league and tournaments along with youth basketball tournaments, softball tournaments, golf simulator league, and pickleball tournament and lessons. For the West River Ice Center, he showed the addition of group ice rental and said user group increases for Adult Hockey League as well as Dickinson Baseball Club field prep, Dickinson Diamonds and Mustang Baseball field prep and added the North Complex to reflect relationship with university usage, recommending \$60 per field prep. At the golf course recommended increases in green fees and 3-5% increase for season passes, along with changes to the driving range passes. He reviewed the WRCC fees, saying we have not raised daily fees since 2017, recommending going up \$1 for adult day passes, along with increases to room rentals and golf simulator drop-in fees. Commissioner Nic Stevenson commented that considering the new information on golf carts, we should consider those fees being increased as well.

2025 Preliminary Budget Requests – Executive Director Benjamin Rae reviewed the initial prelim budget requests. For the general fund, given what we expect the valuation increase of \$151,633 in additional revenue in 2025. On the expense side he showed a difference of \$300,476 in expenses for 2025 making a total difference of -\$120,556 for revenue and expenses in general fund for 2025. At the community center, projected revenue increased by \$52,050 and expenses by \$82,436 showing a total difference of -\$30,120 for 2025. He reviewed capital improvements revenue and expenses with discussion held on the mill levy. Director Rae said we raised the mills for 2024, we can only go up 12% per year in dollars, not in mills. If evaluation goes up that is part of that, we may only be able to raise 7% to reach the allowable amount. For capital betterment we are at 3.7 mills, legally we can go up to 5. Director Rae said he will bring more information to the July meeting. Commissioner Nic Stevenson said he doesn't think it is wise to adjust mills for our shortfalls, he believes we should increase on our fee side. Commissioner Zach Keller agrees, he would like to see the half cent dollars set aside for the community center projects. President Karsky said we need to be careful on raising the mills. Director Rae said the reality is our capital maintenance projects are going to increase. Discussion followed.

Executive Director Report – Executive Director Benjamin Rae said he had nothing new to report.

Addition to agenda – District Neutrality – Executive Director Rae said he has been working with legal counsel the last few weeks and is recommended an addition to the personnel manual specifying as a District that we take a neutral stance on political, social, or religious issues. He reviewed the policy. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Nic Stevenson to approve the District Neutrality policy as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Adjournment – MOTIONED BY: Nic Stevenson; SECONDED BY: Jo Marie Kadrmas to adjourn the meeting at 5:12 pm. All aye, motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President