

**Park Board Meeting  
June 12, 2023**

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Regular Meeting at 4:00 pm, Monday, June 12, 2023, at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Karsky, Tim Daniel, Zach Keller, Jo Marie Kadrmas. 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.

MINUTES: MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the May 8 meeting minutes. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

CLAIMS: MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the Claims in the amount of \$510,007.90. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

#### **BUILDINGS/GROUNDS**

Director of Buildings/Grounds Report – Director Craig Pearson updated the Board on the golf course bridge. He thanked KC Homiston with Highlands Engineering and Jason Homiston with ND Energy along with Scott Mack for a tremendous job on the bridge repair. Once the season is over, we will reassess to see what the future is for the bridge. President Scott Karsky asked if the engineers thought it was going to last. Craig said they said it is in good condition, but we don't have answers yet. We'll go through every scenario to see what the best decision is to move forward. Executive Director Benjamin Rae said we won't do any additional work until the end of season, but we'll identify throughout the season if more work needs to be done. Commissioner Tim Daniel asked if we received a final bill for the work on the bridge. Director Pearson said all materials were paid for by the District and they were going to donate their labor. Commissioner Zach Keller added that it would be nice to put up signage thanking the businesses involved for the bridge work, in his opinion.

#### **RECREATION/FACILITIES**

Director of Recreation/Facilities Report – Director Caleb Burgard said passes at Patterson Lake are 149 for season pass holders. Season passes at Heart River Golf Course are at 839 which is more than we had all last year. The WRCC memberships are 6,381 – most of the increase is on 1- and 3-month memberships due to outdoor pool opening. He also said we have 5 enrolled for the upcoming lifeguard course, 2-3 will be our employees. Director Burgard also reported on open skate at the West River Ice Center, saying that in the first 2 weeks, Fridays are well attended, and Saturdays are only a handful of attendees. He said we'll re-access after this month to see if we want to adjust the schedule. Discussion followed on golf rounds that have exceeded last year's rounds for the month of May. President Scott Karsky commented that men's softball numbers are disappointing. Director Burgard said for softball league we are finding that we aren't retaining the teams nor seeing new teams. Commissioner Tim Daniel asked about outdoor pool attendance. Director Burgard said we've only had a few days that we've hit capacity in the first weeks of pool opening. Commissioner Daniel also asked about lights at Eagles Park, when are they turned on. Executive Director Benjamin Rae said we'll get an answer on that. Director Caleb Burgard also commented that bandshell concerts start tomorrow night to kick off the season.

#### **BUSINESS/FINANCE**

Pledge Securities – Provided for informational purposes only.

May Financial – Commissioner Jo Marie Kadrmas asked about the current projects fund, what is coming out of that fund. Executive Director Rae said most of the existing projects are in that fund, but it is down due to Friendship Park. President Scott Karsky entertained a motion. MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmas to approve the May Financial as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

Friendship Park Change Order #3 – Scott Schneider with APEX Engineering spoke on the change order for the seeding that was removed from the contract. It is a deduct of \$4,970. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the change order in the amount of -\$4,970 from Tooz Construction. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

Friendship Park Pay App – BC6 Builders #3 – Scott Schneider reviewed the pay application from BC6 Builders of \$253,917.60. He said it is for the majority of playground equipment, everything that is part of the equipment itself. He said the final payment application will come in July. Mr. Schneider also said we'll be under budget in the amount of \$20,000 due to change order and donation of aggregate. MOTIONED BY: Jo Marie; SECONDED BY: Zach Keller to approve the pay application from BC6 Builders in the amount of \$253,917.60. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

Friendship Park Pay App – Tooz Construction #11 – Scott Schneider reviewed the pay application from Tooz Construction of \$15,608.60. He said they go through the payment apps with a fine-tooth comb, and he recommends payment for work completed on Contract A. MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmas to approve payment of \$15,608.60 to Tooz Construction. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

Baseball Park Pay App – Executive Director Benjamin Rae reviewed the first pay app for the turf replacement at Dakota Community Bank & Trust Ballpark. He said it is in line with percentages that were laid out for each part of the contract. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the payment of \$127,746.50 to Spinturf. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

Budget Calendar – Executive Director Rae showed the anticipated budget season calendar. He said we have the early evaluation from Stark County, full-time salaries estimate and the staff recommendations and explained that we'll need to have a few special meetings to meet the County deadline. He also said we'll likely need a special meeting for final approval. Director Rae said he will meet with commissioners individually if there are schedule conflicts.

Initial Budget Requests – Executive Director Benjamin Rae said this is information for the board early in the budget process, saying this is the request from managers. This is showing adjustments to evaluation, not raising the mill levy. If there are items the board has questions on, he can give an overview of what is driving the changes. Commissioner Kadrmas asked for more details. Commissioner Zach Keller gave Benjamin a specific – WRCC is projected to decrease, is that just being conservative or is there something specific driving that. Director Rae said it is a more realistic expectation of growth based on what we've seen over the last 18 months. We are growing in memberships, this is just showing budget numbers, we're being equally conservative on our spending to try and match. He said a lot of daily numbers are driven by the outdoor pool, if we have a lot of nice days. Last year, the weather played a bigger factor. He explained that annual memberships play a larger role of about 70 percent which is the biggest driver. We've plugged in a preliminary number but will be affected by how we adjust through the budget season. He said the change to part time wages is overall one of biggest factors. We can't overlook the cost of an aging building and try to be more proactive in budget on maintenance costs. Commissioner Keller also asked what the 'Other' category is. Director Rae said the vast majority is the city half cent sales tax. Commissioner Keller asked if we would need to increase mills or ask the city for more to balance the budget. Director Rae explained that for WRCC there is a slight increase in revenue but a larger increase in expenses. He said for Capital Improvement, mill levy set for projects will increase by about \$23,000 based on valuation. We'll bring projects to the board to determine funds for projects. He said he doesn't anticipate that we would ask for a levy increase there, but some will be determined by projects. President Scott Karsky said he would like to see a projection on what we would need to raise the mills in a perfect environment. Director Rae said there is a cap of 12% in any one year. We are well below in general fund of what we are legally allowed. With the valuation increase, if we go to the 12% increase it would be around \$130,000 which is approximately the max. It isn't 12% of the mills, it is 12% of the dollars. Commissioner Keller said when he looks at this, making sure our staff is adequately built and paid. Secondly the community center, how best the sales tax is divided up and spent to make sure the building is properly funded. Director Rae agreed with him on those areas, saying it would be good to have a joint meeting with the city. Commissioner Kadrmas requested a comparison of the mill levy, staying as is, and increasing to reflect 2024 budget.

Executive Director Report – Executive Director Benjamin Rae reviewed updates from his written report. He highlighted Friendship Park's Ribbon Cutting June 21, encouraging all commissioners to attend. Commissioner Kadrmas asked if there were any upcoming projects that the Park System Renovation Grant would qualify for. Director Rae explained the process of the State Comprehensive Outdoor Recreation Plan (SCORP). He said this grant round and primary needs are campgrounds, open space, natural trails, playgrounds (possibly). No athletic fields, indoor facilities, winter amenities, aquatics, as they did not meet the needs of our area based off SCORP.

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

Adjournment – MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to adjourn the meeting at 4:45 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

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Clerk

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President