

**Park Board Meeting
June 13, 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, June 13, 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: Scott Karsky; SECONDED BY: Zach Keller to approve the meeting minutes from May 9 and May 23. Roll call vote: Ayes-5; Nays-0; Absent: 0. Motion carried.

CLAIMS: MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmas to approve the May Claims in the amount of \$471,779.31. Roll call vote: Ayes-5; Nays-0; Absent: 0. Motion carried.

BUILDING/GROUNDS

DHC, Inc. Projects Update (Attachment #1) - Director of Recreation/Facilities Matt Mack said that he received an email from the Dickinson Hockey Club formally asking to leave ice in the Cornerstone Rink throughout the summer in 2023. He said they have been exploring year round ice and said it was originally tied to a 3rd sheet but now they are hoping for year round ice regardless. Executive Director James Kramer said we will put together information that we need to make that decision, utilities, rental income, etc. It comes down to whether we can appropriately staff year round ice. He said this is for discussions only at this time. Commissioner Scott Karsky said if we can make it work financially, he's all for it. Further discussion was held on staffing.

Patterson Lake Lot #15 (Attachment #2) - Executive Director James Kramer reviewed Lot 15 at Patterson Lake, saying it will be the first site sold after the initial run of sales. He said there has been talk about doing another appraisal but ultimately we need to set the fair market value of what the Park Board wants to get for that lot. He reviewed the purchasing process and said the closing company said that our group should set the price of sale. Director Kramer provided the appraisal sheet and said that for Lot 15, the original owner is selling the cabin and the new owner is purchasing the lot. The appraisal was initially set at \$70,000 and was one of the higher priced lots. He would like a consensus from the board on moving forward. President Scott Kovash said he doesn't think that enough time has passed that we would need to change the price. Commissioner Zach Keller said he would be comfortable at the \$70,000. The consensus from the Board is to use \$70,000 on this purchase agreement.

Director of Buildings/Grounds Report - Director Craig Pearson said he doesn't have a report but would like to answer any questions that the board has on the park and facility grounds. President Scott Kovash asked about 17 and 18 greens. Director Pearson said both greens have been taken care of, the problem was the irrigation was off due to multiple reasons but is now back up and running as normal.

RECREATION/FACILITIES

Director of Recreation/Facilities Report - Director Matt Mack reported all summer leagues and programming are running other than t-ball which starts in early July. He said the Bandshell Concert Series starts tomorrow and the Heart River Shootout is at the end of month. He said we'll need to have a meeting about fundraising and hurdles that we have to overcome to get the project going. He said the Initial cost is \$200,000. Commissioner Scott Karsky asked about pickleball lines. Director Mack said if we use USTA funds we cannot add the pickleball court lines. Executive Director Kramer stated that we do have pickleball lines on our outdoor courts and inside at the community center.

BUSINESS/FINANCE

Approval of Pledge Securities (Attachment #3) - MOTIONED BY: Zach Keller; SECONDED BY: Scott Karsky. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Approval of May Financial (Attachment #4) - Executive Director James Kramer reviewed the general fund, expenses tracking higher due to retirement payment to the city. He said the Hockey Club payment has not been received but has been invoiced. Total of all funds revenue and expenses, the expense side is much higher than previous years. He said that when we collected the revenue from the last batch of Patterson Lake lots in 2021, that number was inflated and payment was made to the Bureau of Reclamation in 2022. Approval of May financial was MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Friendship Park Contracts (Attachments #5-6) - Scott Schneider, Apex Engineering Group was present and reviewed saying the contracts are standard contracts. Executive Director Kramer said Fisher Industries have verbally committed to doing all of the gravel and we are working on shipping and installing. He said we will still have to award the full amount, no deduct change orders are ready today. Recommendation is to approve the notice to proceed as presented. MOTIONED BY: Scott Karsky; SECONDED BY: Zach Keller to approve the Notice to Proceed with Tooz Construction. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Zach Keller to approve the Notice to Proceed with BC6 Builders. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried. Scott Schneider said he will bring back the change orders once all details have been worked out with contractors.

Upcoming Meeting/Event - Executive Director James Kramer reviewed the upcoming meeting dates. He said the plan is to have the face to face interviews next week, Thursday next week is a re-organizational meeting for the Park Board and July 11 is the next board meeting with a dinner to follow. He said the dinner is in recognition of Scott Kovash along with his and Matt Mack's departure and to welcome Nic Stevenson.

Executive Director Report - Executive Director James Kramer said the original software for the irrigation system was installed in 2007 and that the actual satellite and computer side of the software will need to be replaced. Toro and MTI will put together a proposal for replacement with cost being between \$100,000 and \$150,000. Director Kramer said the ballpark infield turf has been on our long term list for a while, it is in its 12th season and we are starting to get complaints. That will be a \$200,000 cost. He said we are having conversations with a company who is doing the new sports complex to see if we can take advantage of efficiency between the two projects. Possibly do a municipal lease and pay off through capital betterment. He stated that he will provide more information as it progresses. Director Kramer then reviewed the sick leave bank program that we have in place. We have an employee who is requesting to use it and we'll need a consensus from the board. The employee is asking for 120 hours and does meet the requirements. He explained that employees have to have all vacation and sick leave hours exhausted before tapping into the bank. Zach Keller said he would note to discuss in the future we could possibly make a policy to help with benefits and retention. For example, an employee exhausts all of their sick leave and 40 hours of personal time, then they can use the sick leave bank.

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

EXECUTIVE SESSION - MOTIONED BY: Jo Marie Kadrmass; SECONDED BY: Scott Karsky to enter into an Executive Session at 4:31 pm. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Executive Session Roll Call: Present were the full Park Board along with Leah Hoenke, Craig Pearson, Randy Sickler, James Kramer, Patty Riely and Caleb Burgard.

Attorney Randy Sickler reviewed the North Dakota statute on confidential applicants. Once finalists are selected, they become public record. He said that three or more qualified applicants are to be listed as finalists, if they have met the minimum requirements. Executive Director James Kramer said when we started this we weren't fully aware of the applicant process. He said we have kept everything confidential, and have not released any names for the Executive Director position. President Scott Kovash said hopefully we will narrow down tonight and be notified of finalists tomorrow. He said there may be negotiations needed but his suggestion is to offer \$115,000 and possible counter as needed. Discussion followed. Attorney Sickler said he believes you would need full board action if it goes over the advertised amount of \$120,000. Director Kramer said we do not have a written plan or policy for moving allowance but we may need to offer that as well. Commissioner Jo Marie Kadrmass suggested we set a cap. Attorney Sickler stated that if we select finalists at this meeting, you will go out of executive session and then make a motion for those finalists which would then become public.

Interviews of the four candidates were conducted via Zoom.

The executive session was adjourned at 7:25 pm.

After discussion the three finalists' selections were made. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to select Raymond Dunham, Benjamin Rae and Sonja Dutchuk as finalists for the Executive Director position. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Adjournment - MOTIONED BY: Jo Marie Kadrmass; SECONDED BY: Tim Daniel to adjourn the meeting at 7:26 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President