

**Park Board Meeting  
August 8, 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, August 8, 2022 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Karsky, Tim Daniel, Jo Marie Kadrmaz, Zach Keller and Nic Stevenson. Also present were Executive Director James Kramer, Executive Director Benjamin Rae, Director of Buildings/Grounds Craig Pearson, Recreation/Facilities Manager Caleb Burgard, Legal Counsel Adam Bothun and Clerk Leah Hoenke.

MINUTES: MOTIONED BY: Zach Keller; SECONDED BY: Nic Stevenson to approve the meeting minutes from July 11. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Tim Daniel; SECONDED BY: Jo Marie Kadrmaz to approve the July Claims in the amount of \$700,935.99. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

SPECIAL APPEARANCE - 4:10 PM - DHC, INC. - Chad Groll, President of Dickinson Hockey Club along with other board members were present. Mr. Groll said he is here to thank Director James Kramer for his time and commitment over the years and welcomed the new Executive Director, Benjamin Rae and new board member, Nic Stevenson. He said there are items that the Hockey Club would like to keep the ball rolling on, with the first matter being summer ice. He said they can use enough ice hours to keep the ice running during the summer. It will be very structured from the club sense using age appropriate time slot and sessions similar to how they run the calendar during the winter months. He reviewed some of the programming that they have in mind such as a power skating program, skill program and a recreation or league type setting. He felt it would be a benefit to the City and Park District to keep the ice running all year and not have maintenance issues on take down and set up of the ice. Park Board President Scott Karsky asked who is taking over working with the Hockey Club. Director Kramer said he and new Executive Director Benjamin Rae will be taking it on and starting the review of fees and maintenance costs. Mr. Groll said they would only run on weekdays during day time hours with no weekends or evenings. He said there may also be some interest from the Adult Hockey League for the other hours. Director Kramer said our concern is the cost and staffing, we are fully staffed at the ice rink for the first time in a long time and that is a big part in being able to provide what they are asking for. He said he will put together staffing and maintenance costs for review. Commissioner Nic Stevenson asked about other large events that may take both rinks during the summer. Director Kramer said there are a few larger events that could be affected but for most part, events usually take up one rink. He said we could reach out to Mandan as they have experience in running ice all year. Mr. Groll said they have kids during the summer that drive to Mandan three days a week during the summer. He said for ice usage, they've had two successful camps since the summer ice has been on and he congratulated the staff on keeping the building clean and said it has been cleaner than it has been in a long time. They've also had feedback on the quality of ice, which was really good this year as well. Mr. Groll then updated the board on the third sheet committee, saying they are waiting on feedback from another architect to get other ideas. They meet monthly and the goal is to get the information in front of the groups that need to know, which is the Park Board, City Commission and Hockey Board. He said the final thing is the maintenance, specifically compressor issues, he said it is always a worry about the compressor and have had some near calls previously and they are concerned there are potentially some major improvements that are needed. They want to make sure that it is reliable. Director of Buildings/Grounds Craig Pearson said CIMCO was here and their main concern is the condensing tower that sits outside, it is getting close to its end of life and we don't know when that will be. He said we will reach out to other experts to get a second opinion to really know where it is at. We do know that the lag time to replace is a ways out and if it goes down it will take time to replace. He said he doesn't believe CIMCO would mislead us but would like to get other opinions. Mr. Groll said they desperately want to avoid missing a part of a season due to mechanical issues. Director Pearson said there are a lot of unknowns right now. Commissioner Zach Keller asked about the estimated cost. Director Pearson said the estimate from CIMCO is about \$200,000. Chad Groll asked if we would please keep the hockey board updated on the process. President Scott Karsky thanked the hockey club for their continued relationship.

#### **BUILDING/GROUNDS**

Patterson Lake Land Use Agreement (Attachment #2) – Executive Director James Kramer provided the acreage that was conveyed from the Federal government to the Park District. The area we are talking about is included in that conveyance area which is north of 7 green along with cabin sites 1, 2, 3 and 4. These are cabins that have purchased their lots but the drain fields are on property that we now own. The Bureau of Reclamation did allow us to have a land use agreement for the area. The land owners would like to negotiate a land use agreement and now we are looking for a consensus from the board to allow Executive Director Benjamin Rae and attorney Adam Bothun to work out an agreement with land owners. The consensus from the board was to move forward on a land use agreement. Commissioner Tim Daniel asked if they would have the final format once completed. Director James Kramer responded yes, the final agreement will be presented to the Park Board.

Friendship Park Update (Attachment #3) - Scott Schneider with APEX handed out a schematic of the master

plan part of the project that is currently under construction. He reviewed that the dirt work of the circle has been built which will be the main play feature. Utilities and block wall work will begin as the next step. He said they were trying to fit in artificial turf as an alternative to the project, but during the bid process it wasn't selected as it was over budget. They then worked with contractors to reduce the size and price came down to \$105,000 but is still over budget. He reviewed all of the items that were in kind donations that help to reduce the budget amount. Overall we are just under the \$1.6 million that was approved. Mr. Schneider said there will be a possible change order on drain tile and there is talk of the parking lot whether it should be concrete vs. asphalt. Mr. Schneider said there are opportunities to do more with the master plan with new fundraising. He said playground equipment has been ordered and that everything is on schedule but there are some issues with the blocks. Tentative completion date is scheduled for November 1.

Director of Buildings/Grounds Report - Director Craig Pearson reported that it has been a crazy month. Scott Mack in the parks department has had four weeks of tournaments and field prep. Irrigation and mowing has been struggling to keep up. One issue we've had is the Mustang fields and soccer field. He said we lost a pump that brought down the irrigation for almost a week. He then reported on golf course maintenance saying that the railing on the restaurant deck has been fixed. For facilities, a new employee started at the ice center and another new full time employee will be starting at the end of the month. He said that WRCC clean week starts next Monday – WRCC will shut down all week. Director Pearson also reported that we are pouring another section of the maintenance road behind the building, helps to eliminate dirt and dust coming into the pool. He also thanked the maintenance guys, Scott, Brent and Jeremy for getting the ice up and running which was a challenge this year. He said we had our yearly fire inspection today. At the golf course, the cart path on number two has been finished and now we have continuous cart paths on eight of the nine holes. We finished with tree planting and are starting to remove dead trees as we have time. Those trees will be replaced with next year's new trees. Director Pearson said that his main concern going forward is employees – Scott Mack and Sam Davis have lost a good share of their seasonal crew and we will need to work on getting help throughout the fall.

#### RECREATION/FACILITIES

Recreation/Facilities Report – Recreation/Facilities Manager Caleb Burgard reported at Patterson Lake, saying we now have blue green algae at the lake. We use North Dakota Department of Health literature to update the public. He said the information booth and primitive campground will close on Labor Day. Modern campground will stay open until October, weather permitting. Manager Burgard said the Men's Monday Golf League is the only league that is remaining, that league ends next week. He reported that there are a few golf scrambles remaining through the season, including the Labor Day Golf Classic. He then reported on WRCC, saying the outdoor pool stays open until August 21st and Pooch Pool Party will be held on the 23rd. For the ice center, Manager Burgard reported that adult curling league has started with eight teams on Tuesday evenings. He said we are in full swing with hockey club camps and programming. Off ice events in August are in Charbonneau rink throughout August and September and public skating will start in Cornerstone rink in September. Manager Burgard reported that all summer youth programming has completed and summer adult leagues are concluding. The annual Chalk Walk event is tomorrow, August 9. He said we have 16 teams participating in the Men's Rec 2 West State Softball Tournament and the Last Chance Softball Tournament will held at the end of August.

#### BUSINESS/FINANCE

Approval of Pledge Securities (Attachment #4) - MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the presented Pledged Securities. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Approval of July Financials (Attachment #5) – Executive Director James Kramer reviewed the July financials. He said looking at the General Fund, revenue is at \$3 million, up slightly from last year. Expenses are higher as well. He said we are trending up from 2020. He then reviewed WRCC Fund, showing we are up in revenue at \$1,220,952.84 which is ahead of where we were a year ago with expenses showing higher as well. He said we are looking to year end where something will need to change dramatically to not use the City subsidy. Director Kramer said that new Executive Director Benjamin Rae will bring more information on the budget to the next meeting. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Zach Keller to approve the July financial. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Approval of 2023 Preliminary Budget (Attachment #6) – Executive Director James Kramer reviewed the preliminary budget. He said we had a curveball sent to us on Friday which is our insurance premiums are going up 16 percent. He said the preliminary budget is what has to be certified to Stark County. It has to include a public hearing which will be Monday, September 12 at 4:45 pm, it will include a PowerPoint presentation. Director Kramer then reviewed the Notice of Preliminary Budget. He said we have four funds: Parks & Recreation General Fund total to be levied is \$1,742,675; West River Community Center Fund expenses is \$2,337,900 and revenue is \$2,338,250 with no dollars to be levied to taxpayers; the Park Facility fund is \$473,775 for expenses and \$473,775 for revenue with \$473,775 to be levied. Total to be levied is \$2,216,450. Director Kramer explained that after this is approved you can move dollars around but your total tax levy has to stay the same. Commissioner Zach Keller said he would feel more comfortable if he had more information on the budget items before we approve the preliminary budget. Director Kramer said that is completely up to the board on how that process works but it was agreed by this Board that the President and

Vice President would sit on the Budget Committee. Commissioner Jo Marie Kadrmas asked what the total to be levied is compared to last year. Commissioner Tim Daniel said the mill levy is the exact same mill levy as it was the year before. President Scott Karsky said utilities, wages and health insurance are the main drivers of the budget. Discussion was held on the health insurance increases. President Karsky said we can schedule another meeting if it makes the Board feel more comfortable and for the future we can have a final budget meeting with the full Board before the preliminary budget is presented. Commissioner Nic Stevenson asked if tonight is just for the approval of the total levied amount. President Scott Karsky responded yes. MOTIONED BY: Nic Stevenson; SECONDED BY: Jo Marie Kadrmas to approve the Notice of Preliminary Budget for 2023. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

The District Development Request (Attachment #7) – Executive Director James Kramer reviewed The District Development by the overpass. They have changed the original to 20 acres of commercial property, the fee is \$500/acre so it comes to \$10,000 cash in lieu payment for this development. He said we will need a motion to take the cash in lieu. He also said when it is a commercial development there is not an option to take anything other than cash in lieu. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the \$10,000 cash in lieu for The District Addition. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Park Board Training - September – Executive Director Benjamin Rae said the North Dakota Recreation and Parks Association (NDRPA) puts out training for Park Boards. He said with the new Park Board member and Executive Director we think it's a good idea to take part in the training. He asked if they are interested in doing that after the next meeting. Consensus is that the Board will watch the training webinar after September's meeting.

Executive Director Report - Executive Director James Kramer had nothing left to report. Executive Director Benjamin Rae said we have a great group of employees throughout the District and he is looking forward to getting to know the staff and board.

New/Old Business – President Scott Karsky presented a plaque to Retiring Executive Director James Kramer for 30 years of dedicated service. James Kramer thanked the Park Board, he said it has been a great 22 year run. He thanked the staff and said he is tremendously proud of what we have accomplished. He said he's excited for his next chapter but is also excited for the next chapter for the Park District. The Park Board members and staff thanked James for his service.

Legal Counsel Report – Attorney Adam Bothun had nothing to report.

Adjournment - MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to adjourn the meeting at 4:59 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

APPROVED BY:

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Clerk

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President