

**Park Board Meeting  
September 13, 2021**

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Regular Meeting at 4:00 pm, Monday, September 13, 2021 at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Kovash, Tim Daniel, Scott Karsky, Jo Marie Kadrmias, Zach Keller. Also present were Executive Director James Kramer, Attorney Randall Sickler and Clerk Leah Hoenke.

APPROVAL OF MINUTES: MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the August 9 meeting minutes. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Scott Karsky; SECONDED BY: Jo Marie Kadrmias to approve August Claims in the amount of \$640,053.87. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

**TIMETABLE AGENDA - BUDGET HEARING - 4:45 PM**

Executive Director James Kramer gave a presentation on the 2022 Preliminary Budget, showing the total appropriation for all budget categories; the total to be levied is \$2,124,055. He said this includes a 2.5% raise for full time employees, no increase in health insurance, and removing the salary from the Director of Business/Finance. He reviewed the property tax increase, on \$100,000 there was an annual increase of \$0.50; \$200,000 increase of \$1/annual and on \$300,000 an increase of \$1.50/annual estimated. He reviewed a home value comparison showing values from 2011 to 2021. He said over the last 10 years the Park District has been taking new growth. He then showed the mill levy history over the last 10 years, the valuation of the mill has increased with the largest increase being in 2013 to 2014 when the mill valuation was a 36.99% change from prior year due to new growth. He said it is now at \$121,932,844. He then showed a comparison of the 9 largest Cities in North Dakota and their Park District's. He said Dickinson's population in 2020 was 25,679. We levy 17.52 mills with dollars levied at \$2,124,055. We are the lowest levied of these 9 Park District's in the State. He then showed an example property statement from 2020.

President Scott Kovash asked if there was anyone present to speak for or against the 2022 Preliminary Budget; he asked 3 times. With no one present to speak, he closed the public hearing. He said the final budget will be approved on Friday, October 1 at 8:15 am.

**Buildings/Grounds**

Downtown Lot Donation (Attachment #1) - Executive Director James Kramer showed an aerial view of Caroline True Bright White's lot location that she would like to donate to us. He gave an update on the history of the request where she would like the donation to have restrictions put on it that the land cannot be changed to anything other than what it is now and that it be dedicated to women's history. He said we haven't had a lot of success when it comes to park land with restrictions or dedications. He said the staff's recommendation is that with the Downtown Park on Villard and the new Downtown Square we don't feel that this is a piece of land we are interested in. Commissioner Jo Marie Kadrmias said when the land is given to us, we don't have the option of selling, she asked Director Kramer if that is correct. Director Kramer said if she deeds without restrictions we can sell if we like, if she dedicates with specific restrictions we do not have that option. President Scott Kovash says he doesn't see what use we would have for it. Commissioner Scott Karsky said she wants it for the women, he wants it to be known that we offered to work with her at another location. President Kovash asked for a motion to approve or deny the dedication. MOTIONED BY: Scott Karsky; SECONDED BY: Zach Keller to deny the land dedication from Caroline True Bright White with the terms as was originally presented but if it changes we would reconsider. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Turf Maintenance Equipment (Attachments #2-3) - Executive Director James Kramer reviewed the Turf Maintenance Equipment and said this is an operating lease we do every 3-5 years for turf maintenance.

Financing - Director Kramer reviewed the financing bids and said the lowest was from Dacotah Bank at 1.80% which included an addendum of 30 days. He recommends going with the lowest bidder of Dacotah Bank. He said because we are a political subdivision we can't do traditional financing saying this is a municipal lease; we will own the equipment at the end of 5 years. Commissioner Tim Daniel asked what we do with the current equipment. Director Kramer said in the past we have tried selling locally, we declare it as surplus property and then try selling to other entities. Commissioner Jo Marie Kadrmias asked about the leasing companies that were not local. Director Kramer said some of the banks use outside leasing companies. Commissioner Tim Daniel asked if there is merit to spreading out our business to other local banks. Director Kramer said he believes it would deter the banks from bidding if we don't go with the lowest interest bid. MOTIONED BY: Jo Marie Kadrmias; SECONDED BY: Tim Daniel to accept the Dacotah Bank with United Lease and Financing bid contingent upon its closing at 1.8%, if it doesn't we go with American Bank Center who is the second bid. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Turf Equipment Bids - Director Kramer reviewed the bid results for the 5 year municipal lease. We received two bid proposals. He recommended the proposal from MTI Distributing, Inc. for a total package price of \$452,616. MOTIONED BY: Tim Daniel; SECONDED BY: Scott Karsky to accept the MTI Distributing turf equipment package for \$452,616.00. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Director of Buildings/Grounds Report - Director of Buildings/Grounds Craig Pearson was absent.

**Recreation/Facilities**

DHC, Inc. Agreements (Attachments #4-5-6) - Executive Director Kramer reviewed the annual agreements that are put in place for the West River Ice Center. He said these are all annual agreements. He recommended in the future that they be reviewed by our legal counsel and have in place for a longer period of time.

West River Ice Center Use Agreement - MOTIONED BY: Scott Karsky; SECONDED BY: Zach Keller to approve the West River Ice Center Use

Agreement with the Dickinson Hockey Club. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Hockey Concession Lease Agreement - MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the Hockey Concession Lease Agreement with the Dickinson Hockey Club. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Adult Hockey Lease Agreement - MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie to approve the Adult Hockey League Use Agreement with the Dickinson Adult Hockey League. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Director of Recreation/Facilities Report - Director of Recreation/Facilities Matt Mack was absent.

#### Business/Finance

Approval of Pledge Securities (Attachment #7) - MOTIONED BY: Zach Keller; SECONDED BY: Scott Karsky to approve the Pledged Securities. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

August Financial Statement (Attachment #8) - Executive Director James Kramer pointed out on the balance sheet the year to date amount is \$5,397,475.94. He said the Patterson Lake lot sales and the Improvement District Bond is included in this number. He said the General Fund revenue is just under \$3.2 million, up a little from last year. WRCC is down \$200,000 in total revenue and up in expenses. Director Kramer said he projected that is where we would be at this point, he said unless something would drastically change, we are on track to ask the City for another subsidy. He also pointed to the Park Land Development Fund balance at \$1.5 million; that is the fund we use for Patterson Lake lot sales and expenses. Commissioner Scott Karsky asked how we pay the Bureau of Reclamation for the lots. Director Kramer said we will pay on a quarterly basis and will deduct our costs to prepare the land for sale. He said on the October agenda he will provide that information, saying that we will have to show actual costs including legal counsel, appraiser, etc. along with management costs. He said the way the bill reads we should be able to recover all of our costs associated.

Park District Improvement Project (Attachment #9-10) - Executive Director Kramer reported two pay applications that were received for the improvement district projects; he recommended approval.

MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve application for payment #2 in the amount of \$374,969.86 from Northern Improvement Company. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Scott Karsky to approve application for payment #3 in the amount of \$254,292.51 from Northern Improvement Company. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Executive Director Kramer reviewed the process for the final pay application. He said there should be 10-20 Thousand Dollars left after the final total, saying there will be a meeting on Thursday to put together a recommendation for remaining projects such as southside boat ramp, Gress Complex overflow parking and Game and Fish boat ramp.

City Comprehensive Plan (Attachment #11) - Executive Director Kramer reviewed Chapter 9 of the City Comprehensive Plan. He said the chapter is Recreation and Cultural Resources Objectives and Policies that pertain to parks and recreation. He said this will be presented through Planning and Zoning at their October meeting. He also said that we have not done a third party master plan as long as he has been here. We've had a lot of growth and changes and he thinks it would be money well spent to bring in a company that specializes in Park Districts master planning. He wanted to have discussion from the board on the potential of that project. Commissioner Jo Marie Kadrmas said the Park District has done a tremendous job in the last 20 years; a community center was added, offering more programs, trails and facilities. Her question is what kind of cost is involved and what we will get in return. Director Kramer said he could get that information and provide a sample. He said it is a professional service, he's guessing it is not going to be over \$50,000 to have some flexibility. President Scott Kovash said if we go down this road he wants to make sure that they look at the size of Dickinson as what it is today and not what is projected down the road, be more realistic. Commissioner Zach Keller said he agrees, he'd need more information on what the focus of the plan is and what the value is. Director Kramer said he will provide the Board with more information.

Executive Director Report - Executive Director James Kramer said the NDRPA State Conference starts today which is where Matt and Craig are today and he is going as well. He also gave an update to the Board regarding the MOU for the Downtown Square. He said they are planning on hiring a full time staff that will be responsible for downtown operations, including the square. The group was comfortable with changing the MOU that would only be used as needed, with garbage being the only thing we would take the lead on. He also reported that the DSU Sports Complex fundraising has slowed down and the University has made it clear that until they hit their fundraising percentage, they won't go any further. He said last he heard, they were at 83% of their goal. Director Kramer said we'll need a meeting before the October 10th budget deadline; we'll need to meet on Friday, October 1st to approve the final budget.

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

Adjournment - MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to adjourn the meeting at 4:46 pm. Upon vote, all aye. Motion carried.

PREPARED BY:

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Clerk

APPROVED BY:

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President