

**Park Board Meeting
September 9, 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, September 9, 2024, at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Karsky, Tim Daniel, Zach Keller, Nic Stevenson, Tyler Tucker. 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 – MOTIONED BY: Nic Stevenson; SECONDED BY: Tim Daniel to approve the agenda as provided. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

TIMETABLE AGENDA – 4:45 PM – BUDGET PUBLIC HEARING

President Scott Karsky opened the public hearing at 4:47 pm. Executive Director Benjamin Rae gave a presentation on the 2025 Budget. He showed the preliminary budget saying that our goal is to maintain the level of service, not to increase the level of service. He said the total to be levied funds is everything outside of the West River Community Center. Parks and Recreation General levied amount is \$2,184,269, and Parks Facility levy is \$574,807. He said WRCC is funded by the half cent sales tax that was put in place when the building was built. He also said the district has never utilized special assessments. He said we've been hit with inflation costs and are expecting a 25% increase to property insurance. Director Rae then showed the median property values over the last 10 years and what the Park District receives in park taxes and showed the property tax change with no valuation change, for a \$300,000 home if you don't change in property value, increase is \$17.69/year. For a home that has the average valuation change of 5.2 percent on a \$300,000, it would be valued at \$315,600 showing the cost of property tax change of \$31.50/year. He then showed the mill levy history, showing that in 2025, mills levied are 19.68, mill valuation of \$140,196,940. He then compared the district to the 9 largest park districts mill levy with Dickinson being the lowest mill levy. President Scott Karsky asked if there is anyone present to speak or give written comment, he asked three times. With no one present to speak, the public hearing was closed at 5:00 pm. Final budget will be approved on Friday, October 4 at 7:30 am.

CONSENT AGENDA – Consent agenda items were presented for approval as follows: Meeting minutes from August 12; August Claims of \$653,719.24; and monthly Pledged Securities. MOTIONED BY: Nic Stevenson; SECONDED BY: Tyler Tucker. 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 the parks and golf course maintenance crew will be doing an intense dead tree removal at the golf course this week.

Snow Removal Contract – Executive Director Benjamin Rae said this is the same contract as last year and we have been happy with the work that was done this past winter. The staff recommendation is to approve a 3-year snow removal contract with Russ Heiser Construction at a rate of \$180/hour per piece of equipment. MOTIONED BY: Nic Stevenson; SECONDED BY: Tim Daniel to approve the 3-year contract for snow removal with Russ Heiser Construction as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

RECREATION/FACILITIES

Director of Recreation/Facilities Report – Director Caleb Burgard provided a written report pointing out total memberships year to date, compared to this time last year. He said the annual numbers are holding steady but 1-month and 3-month were significantly down most likely due to the end of the outdoor pool season. He said we received on campus memberships at 361 compared to 339. He also reported on the tennis courts at DSU, saying that Tolman Concrete finished the concrete work and poles, and resurfacing will take place toward the end of September which will conclude Phase 1. Phase 1 consists of sidewalks to make ADA compliant, new lines, new poles and standards and replaced nets for all 4 courts. Phase 2 would be to add 2 more courts to be able to host a regional tournament which is a minimum of 6 courts. Discussion was held on future tennis/pickleball courts. Lastly, Director Burgard added that we received a grant for the Million Coaches Challenge training from NRPA.

Resolution for Equipment Lease – Director of Recreation/Facilities Caleb Burgard said this is the fitness equipment lease that the board approved for Kinetic leasing through Kirkwood Bank and this is the documentation. He said the Board will need to approve the resolution, legal counsel has read and approved. President Scott Karsky read the resolution as provided on page 20 of the Lease with Option to Purchase Agreement provided. MOTIONED BY: Nic Stevenson; SECONDED BY: Zach Keller to approve the resolution as it was read. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried. Commissioner Zach Keller commented that in the future if we are able to communicate that any lease we enter into would be eligible for a tax exemption. Executive Director Benjamin Rae said he would make note of that for future financing.

Golf Cart GPS Units – Director of Recreation/Facilities Caleb Burgard presented the golf cart GPS options as requested by the board. He showed golf course comparisons from other courses in North Dakota saying that predominately throughout the ND courses, the ones who provide GPS use Club Car. He reviewed the specifications, advertising and storage options. He reviewed TagMarshal and Club Car Visage which are the two options we are interested in. TagMarshal is \$27,865.44 for 60 carts, leased hardware. Also looked at a capital improvement option of \$45,616.39 for 60 carts + 87 private which is leased hardware as well. He said advertising includes 16 ad spots. Director Burgard reviewed the Club Car Visage which is 3 modules at \$34,524; 2 modules at \$25,164; 1 module is \$13,644. Director Burgard added that last year rounds played were 60 percent from our own existing cart fleet. He said our staff recommendation is as follows: (1) to pursue not doing any GPS module. (2) is the Club Car 1 module for \$13,644 and (3) is the Club Car 2 modules at \$25,164 all yearly prices. He said the AdMan Pro would give 40 ad spots. Discussion followed on advertising options. President Scott Karsky said he thinks we could at least do this revenue neutral and possibly make money from the advertising. Commissioner Tim Daniel asked how we are locked in on modules. Director Burgard said we could decide on just 1 module and add more later if needed. Discussion followed on technology which includes tablets and staff can

have it on mobile phones. Director Burgard said we won't be able fully utilize the car tracking because we won't be able to track private carts. Commissioner Zach Keller said he thinks golfers may say that there are things that can be improved at the course that don't include GPS technology. Commissioner Nic Stevenson said he would go with what the staff recommendation is; he thinks that there is value to it. Commissioner Tyler Tucker said the 2 modules on the club car is more worthwhile. Commissioner Keller also added that if we implement something like this, how we roll this out should not make a negative experience on the course. Executive Director Benjamin Rae commented that we are doing very well in 2024, looking towards 27,000 rounds this year. With Pheasant Country opening we'll know early in the year of 2025 through our membership numbers. He reminded the board that whatever you approve here it will be almost impossible to go backwards, we'll be taking on this expense every year. He doesn't know if it is in our best interest to force our private carts to upgrade. He said he thinks we could make the club car work if we think that is important, he likes the 1 module for the golfer experience. He added that we feel comfortable with a 15 percent drop in revenue in 2025 and Director Burgard said we are down 10 percent since South Heart's opening, but that could be time of year as well. He said no decision needs to be made today, both companies are willing to honor a delayed decision. President Scott Karsky asked what the boards wishes are. After further discussion a motion was entertained. MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve 2 modules from Club Car Visage, the golfer experience and car control. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

BUSINESS/FINANCE

August Financial – MOTIONED BY: Tyler Tucker; SECONDED BY: Zach Keller to approve the August financial as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Hole #17 Bridge Discussion – Executive Director Benjamin Rae we received the engineer's estimate of cost for the replacement of Hole 17 bridge. The estimated cost is \$657,956. About \$75,000 of the cost could be accomplished through internal staff leaving \$582,956. This also does not account for engineering which would be approximately \$50,000 for the entire construction process. The board has allocated \$350,000 for the project leaving us about \$275,000 short of the expected cost. He said the options are (1) to move forward with the project and be prepared to allocate an additional \$275,000; (2) pause all work on the project and incur no additional expenses, leave the bridge as-is until bridge needs additional work to be safe; (3) explore removing the middle 95 feet, placing new piers alongside the existing piers, and reinstalling the existing middle 95 feet of bridge. Director Rae said the staff does not believe the district should spend \$632,956 for bridge replacement but would support either of the other options. Discussion followed on water levels and the design of the bridge. Director Rae said discussion could be tabled until March to see what spring looks like. President Karsky said we need to also look at other options. He suggested we look at the Manns Dam that the City is reconstructing and possibly incorporate that into our course design. Director Rae said he will explore more options and bring this back for discussion in March.

WRCC/WRIC Asphalt Maintenance – Executive Director Benjamin Rae said that asphalt crack sealing is needed to regularly prevent water penetration under the asphalt surface, thus lengthening the asphalt's life. The parking lots at the West River Community Center and West River Ice Center were last maintained in 2021 as part of the resurfacing project. Staff met with Aaron Praus, City Public Works Director, this summer and he recommended that crack sealing needed to be done this fall and the City would assist by crack sealing the roadway between the two facilities, which has been completed. Director Rae said the staff recommends approval of the Dakota Concepts option 2 asphalt maintenance bid not to exceed \$14,815. MOTIONED BY: Zach Keller; SECONDED BY: Nic Stevenson to approve the Dakota Concepts, LLC Option 2 bid not to exceed \$14,815. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Exterior Deck Pool Repair – Executive Director Benjamin Rae said for several years, the concrete deck near the zero-depth area of the outdoor leisure pool has been heaving and cracking. Each year, the maintenance staff patches and grinds the uneven concrete to prevent tripping hazards. This year, the concrete movement crushed the deck drain to the point that the cover grates would no longer fit, and a temporary cover had to be constructed. The damage is to the point where it has become a safety hazard to pool patrons. The quotes provided by Ferguson and Tolman Concrete total \$23,529.64, but do not include concrete (\$200/yard x 6 yards = \$1200), rebar (\$500), or gravel fill (unknown). The amount of gravel needed for compaction is unknown until the existing concrete has been removed. The staff recommendation is approval of the Ferguson and Tolman Concrete bids for exterior pool deck replacement not to exceed \$30,000. MOTIONED BY: Nic Stevenson; SECONDED BY: Zach Keller to approve the staff recommendation as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

WRCC Renovation – Executive Director Benjamin Rae the West River Community Center is 20-years old and in need of updates. Staff contacted GT Architecture about helping to identify needed projects to include locker room remodels, mechanical and electrical review, LED lighting conversion (WRCC and WRIC), pool renovations, relocation of the front desk, etc. As presented in their proposal. All work will run through our renovation committee including Commissioner Tucker and will come before the board for final approval. Director Rae said the staff recommends approval of the GT Architecture Proposal not to exceed a cost of \$68,700. MOTIONED BY: Tyler Tucker; SECONDED BY: Tim Daniel to approve the GT Architecture Proposal not to exceed a cost of \$68,700. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Executive Director Report – Executive Director Benjamin Rae provided a written report and added that he encourages the Board to walk through the Charbonneau arena where it has been freshly painted. He also said we have a group that wants to install a wind phone therapy device. Staff would be involved with the placement. He said he doesn't have any concerns working with that group.

Adjournment – MOTIONED BY: Nic Stevenson; SECONDED BY: Tyler Tucker to adjourn the meeting at 5:34 pm. All aye, motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President