

PARK BOARD MEETING

August 10, 2020

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 10, 2020 at the West River Community Center.

ROLL CALL: Present were commissioners Scott Kovash, Tim Daniel, Scott Karsky, Jo Marie Kadrmas and Zach Keller. Also present were Director of Recreation/Facilities Matt Mack, Director of Buildings/Grounds Craig Pearson, Executive Director James Kramer, Attorney Randall Sickler, and acting Clerk Riana Cooper.

APPROVAL OF MINUTES: MOTIONED BY: Zach Keller; SECONDED BY: Scott Karsky to approve July 13 meeting minutes. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

CLAIMS: MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve July Claims in the amount of \$580,481.98. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

SPECIAL APPEARANCE

2021 Preliminary Budget (Attachment #1) – President Scott Kovash explained that we went off of last year’s budget and tried to keep it exactly the same for this year. He said we accomplished that and got to where we wanted to be so that if there is tax increases it would be within pennies. Executive Director James Kramer explained that once the preliminary budget is approved we will take it to the county to certify and then put the notice out by the end of the month to all property owners of Dickinson. He said we have to identify our public hearing, which is on Monday, September 14 at 4:45 pm at the West River Community Center then review the total appropriations for our four funds, which we have narrowed down to three this year with our special assessments being zeroed out. He reviewed the expenses and revenues for each category. Our expenses are down \$158,171, which is because of the changes at Patterson Lake and the discontinuation of the Badlands Bowl. On the revenue side we are down \$158,035 and the total taxes levied is up \$18,102 from last year, under 1%, which we anticipate to be new growth. The total amount levied (\$2,103,952) is 34% of our total revenue. Executive Director Kramer explained that the only thing we can do once the Park Board approves the preliminary budget is move levied numbers down. Commissioner Jo Marie Kadrmas asked with the budget aiming to be the same as the previous year if there were any big projects that were put on hold. Executive Director Kramer explained that there were no projects put on hold as most of the project dollars are tied to the park facility that are levied funds so they weren’t affected by COVID-19. Commissioner Tim Daniel thanked Director Kramer for everyone’s hard work to get the budget ready to present. Director James Kramer asked for approval of the preliminary budget. MOTIONED BY: Tim Daniel SECONDED BY: Zach Keller to approve the 2021 Preliminary Budget. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

BUILDINGS/GROUNDS

DHC, Inc Master Plan (Attachment #2) – Director Kramer reported on the Dickinson Hockey Club masterplan. He informed everyone on where they are prior to finalizing the master plan. He explained that this plan is looking 3-5 years in the future for the majority of the project. This project is a 3 phase master plan with phase one being dryland and shooting area, phase 2 being additional locker rooms and enhanced varsity locker rooms and the final phase would be another sheet of ice. The last piece will be to put the cost estimate to the masterplan in phased routes and then present it to the Park Board and Hockey Club. Director Kramer explained that the hockey club has asked to use our mezzanine for their dryland training, Kramer explained this wasn’t the best place for their training so they agreed on letting them use part of storage facility on the west end of the building for temporary use. We will have 300 square feet where the garage is on the south end to use for vehicle storage in the winter and they get to redesign the remaining space for their dryland and shooting area. Phase 2 would lead into the new locker rooms. Executive Director Kramer explained that we will have to get creative with some of the area between the two buildings by the mechanical area and the north end of the second sheet for extra storage space. Kramer felt it was important to help them find a space for their dryland training because they have listed it as their top priority in this master plan.

Patterson Lake Conveyance (Attachment #3) – This is the final piece of the puzzle to send back to the Bureau of Reclamation so we can get the land conveyance packet. This is the re-plat of Bureau of Reclamation land they will be keeping that surrounds the dam and part of the axillary dam area. This will complete their final process of putting their land conveyance packet together. Once this re-plat is recorded with the county we should see the conveyance packet within a week to 10 days. First it will go to Attorney Randy Sickler to review and then to the Park Board for final approval. Once it is agreed upon by the Park Board it will then be sent back to the Bureau of Reclamation to sign off on it and then that is when we will own that land and will need a permit in place for all of the cabin owners. We have worked out an agreement with the appraiser; that contract will be on the next Park Board meeting agenda. If all goes well we will see a PUD to the City with Houston Engineering and boundaries of all the lots by October and hopefully selling some of the lots by the end of the year. President Scott Karsky asked Attorney Randy Sickler if we expect any issues with the Conveyance Packet and if so, will it have to go back to the federal government. Attorney Sickler explained that they provided him with an additional conveyance agreement about 2 months ago; they made some comments and requested some revisions then. We have not heard back from our request. He suspects that there could be some things that we will want to change to some degree. Discussion followed.

RECREATION/FACILITIES

User group Agreements (Attachments #4-5-6-7) – Director of Recreation/Facilities Matt Mack reported on the changes for all of our user group agreements. Attachment 4 is the Dickinson Dolphins Swim Team Use Agreement. The changes made to this agreement were the times, dates and usage of other parts of the West River Community Center for their dryland training. Director Matt Mack asked for approval on this agreement. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Scott Karsky to approve the Dickinson Dolphins Swim Team use agreement. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Director Matt Mack said that we are going to hold off on going through attachment 5 which is the Dickinson Hockey Club Use Agreement. There are some things that need to be discussed about their hourly rate. Director Mack is hopeful that he will have this agreement ready at the next meeting.

Attachment 6 is the use agreement with the Dickinson Adult Hockey League. Director Matt Mack said the changes made to this agreement are the dates from last year and a rate increase. Last year it was \$61/hr and this year it will be \$63/hr. Director Matt Mack asked for approval on this agreement. MOTIONED BY: Scott Karsky; SECONDED BY: Zach Keller to approve the Dickinson Adult Hockey League Use Agreement. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Attachment 7 is the Hockey Concession Lease Agreement that is ran by the Hockey Club. Director Mack said the only change made to this agreement are the dates. Director Matt Mack asked for approval on this agreement. MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the Hockey Concession Lease Agreement. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

BUSINESS/FINANCE

Approval of Pledged Securities (Attachment #8) – Executive Director Kramer gave an explanation of the pledged securities and said this requires Park Board approval each month. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Tim Daniel to approve the Pledged Securities. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

July Financial (Attachment #9) – Executive Director James Kramer reported on the July financial explaining how we are up \$400,000 from last year. He said the General Fund is very strong on the revenue side from Heart River Golf Course and Patterson Lake. He said we received our second quarter of state aid that ended up being within dollars of last year's. He said we may see the biggest decline in revenue in the third quarter. The West River Community Center started to see some bounce back up until the last couple weeks, we have had a lot of cancellations. He also explained that some of the project funds will have some expenditures coming out this fall, which is when we typically do our projects.

Lot 29 Transfer (Attachment #10) – Ronald and Jennilou Isackson of 29 Littlehales Court is requesting transfer of their ownership to Rick and Sheryl Marsh. The transfer fee has been paid. Executive James Kramer recommended approval for this lot transfer. MOTIONED BY: Scott Karsky; SECONDED BY: Tim Daniel to approve Patterson Lake Lot #29 transfer from Isackson's to Rick and Sheryl Marsh. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Cell Tower Lease Proposal (Attachment #11) – Executive Director Kramer wanted to inform the Park Board on a company called Lease Advisors that has reached out to him about cell towers on our property. He said we have two towers, one by the Mustang Complex and one that will go up by Friendship Park on Gum Avenue. He said both of the towers are designed to hold multiple carriers but Verizon is the only carrier using the tower right now. We receive \$1,200 a month per tower which is identified in the general fund. He said he wanted to let the Park Board know where he was with this and said he still has a lot of work to do. He wants to find some entities that have done this before and see what the benefits are. He said they give you options on how you want your lump sum payment and those payments are less in a lump some then what we would get from Verizon in a 20 year period, but they also have the ability to go out and find new tenants. Discussion followed.

Engineering Award/Contracts (Attachments #12-13-14-15) - Executive Director James Kramer explained that this project was started before our Covid-19 shutdown. He said we approved one of the projects but didn't approve the other two because we weren't sure if we were going to have dollars to fund the projects. Our projects were the Patterson Lake PUD, Friendship Park, and Park District Infrastructure. We did award the Patterson Lake PUD to Houston Engineering. He said back in March we made a recommendation with the firms that we were going to take for the other two projects but we did not award them. He said we need to award the Friendship Park project to APEX Engineering and the Park District Infrastructure project to Highlands Engineering. James Kramer asked for approval to award the Friendship Park project to APEX Engineering. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the Friendship Park project award to APEX Engineering. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Executive James Kramer mentioned that the Park District Infrastructure project was awarded to Highlands Engineering. Commissioner Jo Marie Kadrmas asked what the Park District Infrastructure project is. Executive Director Kramer explained that it is a variety of projects that we do 6-8 years that includes us looking at all of our parking lots, trails, cart paths, any infrastructure that may need annual repairs and maintenance. James Kramer asked for approval to award the Park District Infrastructure project to Highlands Engineering. MOTIONED BY: Jo Marie Kadrmas; SECONDED BY: Scott Karsky to approve the Park District Infrastructure project award to Highlands Engineering. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Executive James Kramer said the last piece of this is to review the contracts. The first one is the contract with Houston Engineering to do the Patterson Lake PUD. They will create the PUD for the homes on the south side of Patterson Lake as well as the one lot on the north side, where Game and Fish is located. They will survey the property to create the boundary for the PUD, then meet with Parks and Recreation and the City of Dickinson to help establish the boundaries, identify the 42 lots and meet with the homeowners to establish those lot lines and attend all Planning and Zoning, Park Board and City Commission meetings as required. The lump sum compensation is \$75,000. Executive James Kramer recommended approval of this contract with Houston contingent that Attorney Randy Sickler has one more opportunity to go through the contract. Discussion followed. MOTIONED BY: Zach Keller; SECONDED BY: Scott Karsky to approve the contract with Houston Engineering for the Patterson Lake PUD. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Scott Schneider with APEX Engineering reviewed the contract for Friendship Park. The project is to build an ADA Accessible park off of 10th Avenue West and 10th Avenue East. This project is broken down into two phases, schematic design (what they are going to build) and the design phase. They will have a meeting with the Park Board, Community Foundation and public to see what the needs are and figure out what the project will look like. Once they know what they are going to build they will figure out costs and a plan to move forward with the preliminary design, final design, bidding, and construction. He is thinking the schematic design phase could start this fall once everything is

agreed upon. Discussion followed. MOTIONED BY: Scott Karsky; SECONDED BY: Jo Marie Kadrmas to approve the contract with Apex Engineering for Friendship Park. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Mike Ness with Highlands Engineering reported on the contract. This contract includes doing an assessment on all the roadways, trails, parking lots, etc. assessing everything and figuring out if they need to add new parking lots or remove some. The scope of this project to assess everything and then put together a cost estimate. Once the estimate is complete they will look at the budget and adjust it as needed. Once that is agreed upon they will put the plans and bidding together, pre-construction and construction. The total estimate for this project is \$75,930, which is based off of a \$750,000 - \$1,000,000 budget. MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to approve the contract with Highlands Engineering for the Park District Infrastructure project. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

2021 Budget Update – Executive James Kramer reported on the budget process and said the 2022 budget committee strategies which identifies what drives all of our decisions from staffing to projects. He said for the chart of accounts there are hundreds of line items in our budgets that we are going to try to simplify to become more efficient. We will work to increase the capital betterment to 5 mills, and review all the Park District debt. For 2021 we will pay off our special assessment debt, the only other debt we will have is our commitment to the City for the West River Community Center expansion project and should be able to pay it off by next year. We also want to research our employee benefits to make sure we are using the most affordable providers. Director Kramer explained that we went into this year using 2020 numbers and putting them into 2021 to see if we could make that work. In a lot of cases it did work but some it did not. He explained that 66% of our operating budget are utilities, salaries and benefits. President Scott Kovash thanked everyone that worked on the budget. Director Kramer then gave a timeline and where they go from here. We approved preliminary budget and now wait until September 14th for the public hearing, then will approve the final budget in October.

Administrative Office Hours (Attachment #16) – Executive Director Kramer wanted to inform the Park Board of our new office hours that will be put into place starting in September. These hours will be Monday – Thursday 7:30 am – 5:00 pm and Friday 7:30 am – 1:30 pm. He explained that it will be more beneficial to our customers if we open the office at 7:30 am and give them the opportunity to come in prior to going to work. He explained that the traffic in the office on Friday afternoon is very minimal. He is confident that this new schedule will work due to having educated employees at the control desk if there are any issues. Commissioner Jo Marie Kadrmas commented and said she agrees with the new hours but also asked if we would consider having an evening supervisor on staff for any issues. Director Matt Mack explained that it's something we will need to look into a little further. Discussion followed.

BUILDINGS/GROUNDS - Director of Building/Grounds Craig Pearson reported on projects that have been going on. They are putting in a new playground and shelter at Kiwanis Park; we put in two new kayak launches, one at Jaycee Park and one at Patterson Lake Recreational Area; an new irrigation system at Dakota Community Ballpark and they are resurfacing Eagles Park tennis courts. He said on the facilities side, not much going on due to no clean week and they are ready to put up the new glass in the Charbonneau Arena when the ice is ready. At the golf course they are getting ready for the API golf tournament and said the staff has rebuilt the rain shelters on Hole 14 and 16. They are in the process re-sodding on Fairway 14. He said the new gate is going in at the front entrance and will continue the tree removal throughout the course. Once that is done we will continue with the tree planting and replanting and will explore how much our budget will allow us to replant. Commissioner Tim Daniel asked if the sand traps will be trimmed up and edged by the API. Director Pearson said he has 5 sand traps to finish but in the meantime they are working on getting some of the weeds out so they look like they have a sharper edge until they can actually go in and edge them. Commissioner Daniel said the traps that are edged look really nice.

RECREATION/FACILITIES – Director of Recreation/Facilities Matt Mack gave an update on our Community Center membership numbers being at 6,719 memberships, which is down about 280 from last month. Comparing it to a year ago we are down about 200 memberships. He said the reasoning for the cancellations is people being concerned for health reasons or financially can't afford it. He said when the time is right we will have to do a marketing campaign to get some memberships back. Director Mack said the Outdoor Pool closes on August 16. He updated on the season passes at the golf course being at 543, up about 40 from last year. He said we will start selling fall passes in August that will help with the season pass numbers. The API golf tournament is this weekend and then we have a few left to finish up the year. The PGA Junior League ends this week. We are still seeing an increase at Patterson Lake. The campsite on the modern side has been full almost every weekend since May, which has never happened before. He also explained that we have doubled our revenue in day passes this year compared to last. He also said all of our summer programs will end this week, including the Bandshell Concert Series and the Chalk Walk. We have fall registration currently open for 3x3 basketball, volleyball, flag football and kickball. Curling started last week with 14 teams, down 10 teams from last fall. We are hosting the Rec 4 West State Softball Tournament this weekend with 22 teams coming. Pooch Pool Party is next week August 18. Last Chance softball tournament on August 23 and Punt, Pass and Kick on the 24th. Director Mack explained that we are still unsure if we can use the public school gyms for our leagues. We have also reached out to DSU and they said they could help us out this fall. We do have some options but this winter could be challenging to find gym space.

ADJOURNMENT – MOTIONED BY: Zach Keller; SECONDED BY: Jo Marie Kadrmas to adjourn the Park Board meeting at 5:17 pm. Upon vote, all aye. Motion carried.