

## Park Board Meeting

March 2, 2026

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Park Board Workshop at 3:30 pm on Monday, March 2, 2026, at the West River Community Center.

ROLL CALL: Commissioners Scott Karsky, Tim Daniel, Nic Stevenson, Zach Keller were present. Also, present were Executive Director/Clerk Benjamin Rae, Director of Parks/Golf Maintenance Scott Mack, Deputy Director Caleb Burgard, HR/Finance Manager Patty Riely and Administrative Manager, Leah Hoenke. Tyler Tucker was absent at time of roll call; he joined the meeting at 3:54 pm.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

APPROVAL OF AGENDA: MOTION: Zach Keller; SECOND: Nic Stevenson to approve agenda as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

### COST CENTERS WORKSHOP

User Groups – Deputy Director Caleb Burgard presented an overview of existing user group agreements, including fee schedules, revenues, and direct expenses. He also reviewed the district's revenue policy. Burgard recommended that each user group provide an in-person report to the Park Board during the renewal of their agreement. Board members expressed support for this approach.

Director Burgard then reviewed the hours at the West River Ice Center showing the full hour allocation of the Hockey Club at 1857 hours or 21.2%, public skate 296 hours or 3.4%, adult hockey league 62 hours or .7% and curling 57 hours or .7%. He also showed the business hours at the ice center with usage percentages of hockey club 35.7%, public skate 5.7%, adult hockey 1.2% and curling 1.1%.

Director Burgard reviewed each of the user groups that have an agreement in place: Adult Hockey League, Badlands Big Sticks, Dickinson Baseball Club, Dickinson Diamonds Softball, Dickinson Dolphins Swim Team, Dickinson Dream Basketball, Dickinson High School Athletics, Dickinson Hockey Club, Dickinson Model Airplane Club, Dickinson Mustang Baseball, Dickinson Pickleball Club, Dickinson Soccer Club, Dickinson State University Athletics, Dickinson Tennis Club, Dickinson Trap Shooting Club. User groups that don't have a formal agreement in place are Dickinson Youth Football League, Disc Golf Club, Hope Christian Academy, Optimist Club, Special Olympics, Trinity High School Athletics. Discussion was held on direct expenses for each user group. The North Complex is listed along with the West River Soccer Complex was added at a per field dollar amount usage. Commissioner Nic Stevenson asked if we have anything set up with the area youth volleyball clubs. Director Burgard said currently it is just a court rental set-up, but it has been encouraged to start a formal agreement with those groups. Commissioner Stevenson asked how we designate court or field use scheduling and how to accommodate a shared space for all those user groups. Commissioner Zach Keller asked if there was a cap on gym space. Director Burgard said it is capped at 2 courts for user groups at any given time to allow for public court space. Discussion was held on use of the old Armory and if we can use the space at the new Armory as we only have one year left on usage at the old Armory. Discussion was held on long range planning for the growth of user groups. Commissioner Zach Keller said it is important to look at the mission of the user groups, making sure we have a shared mission as the district.

Cost Centers – Executive Director Benjamin Rae presented a cost center breakdown including budget, revenue, and expenses. Director Rae recommended updating the chart of accounts to improve accuracy and clarity. Not allocating administrative costs across all cost centers. Only the General Fund and Community Center require administrative allocation; others should remain within the General Fund. Elimination of Patterson Lake as a separate cost center, as it is no longer necessary under the updated structure. Director Rae noted that some changes may coincide with the implementation of new financial software. He also reviewed how revenues and full-time staff wages could be more simply and accurately allocated.

HRGC 5-Year CIP's – Executive Director Benjamin Rae reviewed the Heart River Golf Course showing projects that have been approved for 2026. Everything showing in 2027 and on does not yet have approved funding. Director Rae said staff have been directed to develop a non-capital project list to improve internal communication and project tracking. Commissioner Zach Keller stressed that every issue that we hear about gets incrementally better with better customer service at the pro shop. He doesn't believe there is an investment in the customers. Commissioner Nic Stevenson echoed that, saying when he gets complaints at the course it is usually about the culture inside clubhouse and customer service. He agreed with Benjamin and how we invested back in the golf course and thinks we need to thoroughly invest in and broaden the scope of the renovation to give more opportunities out there. Vice President Tim Daniel added that people would be more appreciative if they feel like we care. Discussion followed on solving the culture complaints.

Deputy Director Caleb Burgard added that we are implementing a customer experience survey at all our facilities. There will be a QR code at each facility so that someone can conduct the survey. Vice President Tim Daniel asked how results will be reported publicly and recommended promoting instances where changes are made due to survey feedback. Discussion followed.

Executive Director Rae said the staff will start putting together 2027 budget numbers in April. Commissioner Nic Stevenson asked if we could have another workshop on golf course budget, fee schedule and on the ice center financial to have a collective plan and voice moving forward. Director Rae said there is already a future workshop scheduled and it can be added to that.

Adjournment – MOTIONED BY: Nic Stevenson; SECOND BY: Tim Daniel to adjourn the meeting at 5:35 pm. All aye, motion carried.

PREPARED BY:

APPROVED BY: