

Park Board Agenda



Dickinson Parks & Recreation - Park Board Meeting

3:30 pm, Monday, August 3, 2026

West River Community Center
2004 Fairway Street, Dickinson, ND 58601

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

- a. July Minutes
- b. Claims

6. PARKS/GOLF MAINTENANCE

- a. Director of Parks/Golf Maintenance Report – Scott Mack

7. RECREATION/FACILITIES

- a. Deputy Director Report – Caleb Burgard
- b. Dickinson Dolphins Agreement – Caleb Burgard
- c. Dickinson Dream Agreement – Caleb Burgard
- d. DSU Student Membership Agreement – Caleb Burgard

8. BUSINESS/FINANCE

- a. MOU for Use of City Equipment – Benjamin Rae
- b. RFP for Golf Practice Areas – Benjamin Rae
- c. Bid Documents for Greens Mix – Benjamin Rae
- d. Preliminary Budget Approval – Benjamin Rae
- e. Executive Director Report – Benjamin Rae

9. PUBLIC COMMENT PERIOD (NO ACTION)

10. BOARD COMMENTS (NO ACTION)

11. ADJOURNMENT

7. CONSENT AGENDA

Combined motion for all items.

- a. July Minutes
- b. Claims

a. Minutes

July 7, July 13 and July 20 Park Board Minutes

Park Board Meeting

July 7, 2026

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Park Board Workshop at 7:30 am on Tuesday, July 7, 2026, at the West River Community Center.

ROLL CALL: Commissioners Scott Karsky, Tim Daniel, Tyler Tucker, Zach Keller, Zach Jahner were present. Also, present were Executive Director/Clerk Benjamin Rae, Deputy Director Caleb Burgard, and Administrative Manager Leah Hoenke. Commissioner Zach Keller was absent.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

APPROVAL OF AGENDA: MOTION: Tim Daniel; SECOND: Tyler Tucker to approve agenda with the addition of the Property Purchase or Exchange item. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

WORKSHOP:

Discussion on Board Organization/Assignments - Executive Director Benjamin Rae reviewed the board organization requirements, noting that the board must appoint a President, Vice President, and a representative to the City Planning/Zoning Commission. He explained that, historically, the President and Vice President have also served on the Executive Committee and Budget Committee, and that Commissioner Tyler Tucker has been assigned to oversee WRCC-related matters during the renovation project. Director Rae described the President's responsibilities, the agendas and conducting board meetings. He also clarified that committees serve in an advisory capacity only and do not have voting authority. Commissioners discussed potential appointments:

- Tyler Tucker recommended that Nic Stevenson and Tim Daniel continue serving as President and Vice President in some capacity.
- Tim Daniel suggested taking off the President and Vice President from the Budget Committee to allow for broader board participation or having only one serve on that committee.
- Director Rae noted that Zach Keller had expressed interest in joining the Budget Committee, which would likely require him to step away from Planning/Zoning responsibilities.

Newly elected Commissioner Zach Jahner expressed interest in serving on the Planning/Zoning Commission to gain experience and knowledge. Director Rae reminded the board that the purpose of the workshop was discussion only and that formal appointments would be made at the July 13 meeting. Additional recommendations discussed included:

- Nic Stevenson recommending Tim Daniel for President.
- Tim Daniel recommending Zach Keller and Nic Stevenson serve on the Budget Committee.
- Director Rae noting that Stevenson's role on the Parks Foundation could remain unchanged or be reassigned.
- Tyler Tucker expressing interest in serving on the Parks Foundation.

The board also discussed the idea of assigning individual commissioner portfolios. President Karsky indicated he did not believe portfolios were necessary. Tim Daniel agreed that more in-depth board discussions would be beneficial. To improve board engagement and education, Director Rae suggested returning to the practice of holding more workshops and possibly organizing a board retreat. Commissioner Stevenson recommended structuring workshops around specific subject areas, while Deputy Director Caleb Burgard suggested holding them on a quarterly basis. The discussion concluded with Karsky reiterating that formal nominations and appointments on all discussed items would be considered at the July 13 meeting.

Property Purchase or Exchange - Executive Director Benjamin Rae reviewed the background information for the property purchase or exchange. Tooz Construction is selling two parcels of property totaling approximately 1.62 acres. The property includes a sledding area that has been used for generations on the northeast side of water tower hill. Development of the property would permanently restrict access to the sledding area. The Park District has attempted to sell a parcel of property one block away from the Tooz property of approximately one acre with no bids at the most recent posting. There is currently interest from two entities for the property, including a potential property exchange. Outside of providing sledding access, the staff currently can see no other use of the property. The District has no

need for additional park space in the area, thus the desire to sell the existing parcel. There is some concern about advertising it as a designated sledding space as it is in a residential area with no parking other than on street parking and walking access, which may be a concern for nearby homeowners. The maintenance difference between the two properties would be minimal and would consist of keeping the grass mowed. Other sledding areas on DPRD property is much larger than any of the others listed. Winter infrastructure is a primary need identified in the SCORP (State Comprehensive Outdoor Recreation Plan) and in community surveys. Staff included future planning locations for sledding, but this property was not one of the considered locations. Executive Director Rae stated that staff have no recommendations at this time. The purpose of this item is for discussion only and would come forward at a future meeting for approval. Discussion followed.

Adjournment – MOTION: Nic Stevenson; SECOND: Tyler Tucker to adjourn the meeting at 8:05 am. All aye, motion carried.

Park Board Meeting

July 13, 2026

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Regular Meeting at 3:30 pm on Monday, July 13, 2026, at the West River Community Center.

ROLL CALL: Commissioners Scott Karsky, Tim Daniel, Zach Keller, Nic Stevenson were present. Also, present were Deputy Director Caleb Burgard, Director of Parks/Golf Maintenance Scott Mack, and Administrative Manager, Leah Hoenke. Executive Director Benjamin Rae and Commissioner Tyler Tucker were absent.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

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

APPROVAL OF CANVASSED ELECTION RESULTS: MOTION: Zach Keller; SECOND: Tim Daniel to approve the Canvassed Election Results from the June 9, 2026, Primary Election as officially certified by the Stark County Canvass Board. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

STAFF/BOARD RECOGNITION

New employees were introduced, including Greg Jones, Facility Maintenance Specialist at the West River Ice Center (WRIC); Ryan Mackey, Facility Maintenance Supervisor (WRIC) and Tim Reisenauer, Facility Maintenance Supervisor (WRCC). Park Board President Scott Karsky was also recognized for his 12 years of service to the Park Board.

ADJOURN CURRENT PARK BOARD

MOTION: Zach Keller; SECOND: Nic Stevenson to adjourn the current Park Board. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

CALL TO ORDER NEW PARK BOARD / ROLL CALL

Commissioners Tim Daniel, Nic Stevenson, Zach Keller, Zach Jahner were present. Commissioner Tyler Tucker was absent. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

DETERMINE TEMPORARY CHAIR

MOTION: Nic Stevenson; SECOND: Zach Keller to nominate Temporary Chair as Tim Daniel. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

ADMINISTRATION OF OATH OF OFFICE OF ELECTED COMMISSIONERS: New Commissioner Zach Jahner, along with re-elected Commissioners Nic Stevenson and Tim Daniel have all signed their Oath of Office that is now on file with the City of Dickinson. This Oath administration is for posterity.

ELECTION OF PRESIDENT

MOTION: Zach Keller; SECOND: Nic Stevenson for Tim Daniel to serve as Park Board President. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

ELECTION OF VICE PRESIDENT

MOTION: Zach Keller; SECOND: Zach Jahner to appoint Nic Stevenson as Vice President. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

BOARD APPOINTMENTS

Deputy Director Caleb Burgard reviewed that at the July 7th Park Board re-organization workshop, the Board discussed specific board appointments. The Executive Team and Budget Committee were discussed as well as other board appointments including the City of Dickinson Planning/Zoning appointment and the Parks Foundation appointment. Staff recommend approval of the following Park Board appointments:

- Executive Team: President and Vice President along with Executive Director
- Budget Committee: Nic Stevenson and Zach Keller
- Planning/Zoning: Zach Jahner
- Parks Foundation: Tyler Tucker

MOTION: Nic Stevenson; SECOND: Zach Keller to approve the Park Board appointments as recommended. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

APPOINTMENT OF BOARD CLERK

MOTION: Nic Stevenson; SECOND: Zach Jahner to appoint Executive Director Benjamin Rae as the Park Board Clerk. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

CONSENT AGENDA

Consent agenda items were presented for approval as follows. Meeting minutes from June 8 and the Claims in the amount of \$1,365,635.58. MOTION: Zach Keller; SECOND: Zach Jahner to approve the consent agenda items as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

PARKS/GOLF MAINTENANCE

Director of Parks/Golf Maintenance Report – Director Scott Mack provided a written report for informational purposes. Scott Mack added that Optimist Park/Memorial Park ice skating rink has now been divided into three rinks. This will make it easier to flood the rinks and provide more opportunities. Friendship park – leveled out a pad for another picnic shelter. Skate Park there were railing problems and those issues have now been fixed. For the golf course, we are ready to start process to make the practice and chipping areas bigger. Director Mack also talked about the soil sample results at the golf course and now they will work on a plan this winter for work to be done next spring. He said soil is high in sodium and putting Patterson water on it is adding more sodium issues.

RECREATION/FACILITIES

Deputy Director Report – Director Caleb Burgard provided a written report for informational purposes.

2027 Fee Schedule Final Approval – Deputy Director Burgard reviewed the fee schedule and reviewed the items that were changed. He said next year's user agreements will be approved next spring and that is when they will discuss and potentially add a user fee for the Dickinson Soccer Club. He stated that HRGC season pass fees were raised by 5 percent. MOTON: Zach Keller; SECOND: Nic Stevenson to approve the 2027 Fee Schedule as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

BUSINESS/FINANCE

WRCC Pay Application #8 – MOTION: Nic Stevenson; SECOND: Zach Keller to approve the WRCC Pay Application #8 in the amount of \$94,124.65. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

June Financial – MOTION: Zach Keller; SECOND: Zach Jahner to approve the June Financial as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

Mid-Year Financial Review – Deputy Director Caleb Burgard reviewed the mid-year financial that Executive Director Benjamin Rae put together. This was provided for informational purposes; no action was taken. He reviewed 2026 YTD Fund Balance of \$6,040,738.26 as of June 30, 2026. He showed that for the General Fund we are slightly lower in revenue compared to previous year and higher in expenses. He also reviewed the West River Ice Center showing that the 2026 revenue is higher than in 2025 along with expenses coming in higher than the same time last year. Director Burgard then reviewed Heart River Golf Course showing revenue lower than in 2025 with expenses coming in lower as well. For Patterson Lake he showed that revenue is in line with last year and expenses are lower than the same time in 2025. He then reviewed financials for the rentable facilities Heart River Retreat and Stark County Veterans Pavilion showing higher revenue and lower expenses for both facilities. Director Burgard then reviewed the West River Community Center financial and membership totals. Revenue and expenses are coming in slightly higher than last year, and memberships continue to trend comparable month to month with previous years. Commissioner Nic Stevenson asked about the ice center and stated he would like that to

be discussed at the budget workshop, saying that it is concerning to see the deficit trend for three years. Director Caleb Burgard reviewed the Mill Levy for the 2027 budget year. He reviewed the District assumptions and what the Park District's priorities are. He said for the Mill Levy the District will favor incremental changes on a regular basis as opposed to large and infrequent changes. He also showed the comparison between 2026 and 2027 for preliminary budget. Director Burgard stated that this will also be reviewed at the upcoming Budget Workshop.

Joint Powers Agreement – City of Dickinson – Deputy Director Caleb Burgard reviewed and said this is what Executive Director Benjamin Rae along with City Administrator Dustin Dassinger have been working on and stated that our attorney and the City's attorney have both reviewed the agreement. He explained that this is more so the technicality of entering into a discussion of a potential land exchange of the property off 10th Ave E where it was discussed that a part would be a new fire station and a portion would be the re-location of Suncrest Park along with some new amenities such as parking, trail among others. President Tim Daniel reiterated that this is to advance the conversation with the City, not approving any specific projects. MOTION: Nic Stevenson; SECOND: Zach Keller to approve the Joint Powers Agreement with the City of Dickinson as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

Executive Director Report – Executive Director Benjamin Rae was absent. Written report is provided for informational purposes.

PUBLIC COMMENT PERIOD (NO ACTION) – No public comments.

BOARD COMMENTS (NO ACTION) – President Tim Daniel said he will follow the Roberts Rule of Order when motions are made.

Adjournment – MOTIONED BY: Zach Jahner; SECOND BY: Zach Keller to adjourn the meeting at 4:26 pm. All aye, motion carried.

Park Board Meeting **July 20, 2026**

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Park Board Budget Workshop at 3:30 pm on Monday, July 20, 2026, at the West River Community Center.

ROLL CALL: Commissioners Tim Daniel, Tyler Tucker, Zach Keller, Zach Jahner were present. Also, present were Executive Director/Clerk Benjamin Rae, Deputy Director Caleb Burgard, Director of Parks/Golf Maintenance Scott Mack, Finance/HR Manager Patty Riely, and Administrative Manager Leah Hoenke. Commissioner Nic Stevenson was absent.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

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

BUDGET WORKSHOP:

Half Cent Sales Tax Review – Executive Director Benjamin Rae reviewed the half cent sales tax that was originally put into place for the creation of the West River Community Center. He showed the existing ordinance No. 1233. Because of the way it is written, we must request dollars when needed. If we don't request, the City has discretion over the funds, which can hurt us in our long-term planning. Director Rae said his plan is to jointly work together with the city to put together a proposal for adoption of a future 1 percent sales tax. This would repeal existing half cent sales tax and replace with a 1 percent sales tax. Director Rae stated that he met with City Administrator Dustin Dassinger on this and in principle they agree on what this looks like. The proposed ballot language states, **(a)** Three-tenths percent (0.3%) to the Dickinson Parks and Recreation District for the sole purpose of funding operations, maintenance, equipment, facilities, and capital improvements; **(b)** Two-tenths percent (0.2%) to the City of Dickinson for the sole purpose of funding quality of life improvements, which may include public amenities, community development projects, beautification, cultural and recreational facilities, and related capital improvements; **(c)** Five-tenths percent (0.5%) to the City of Dickinson for the sole purpose of funding public safety infrastructure and operations, including personnel, equipment, facilities, technology, and capital improvements. Director Rae said the sticking point is that he doesn't believe the City Commission wants to give up any control over dollars, which means if they don't, then we would give up the cooperative. Discussion followed on how many dollars make up the three tenths to the Park District. Director Rae

explained that he has already asked for 1.5 million for 2027 and that is already in the City's budget. He said this this looks beyond 2027. Discussion was held on the City putting this back on the ballot in November. Director Rae reviewed what other cities are doing with sales tax and mill levy. He also said the other part of this is back in the 1990's, the state instituted a sales tax sharing model that the city's would share a certain percentage of sales tax with park district's. He shared that compared to other park districts we are not getting around \$400,000 per year. The board's consensus was that they prefer guaranteed money instead of having to ask for funds each year, they believe the three tenths is a fair number. Director Rae said he will meet with Dustin Dassinger and will come back to the board before it is approved to go on the ballot.

2027 Budget Review – Executive Director Benjamin Rae reviewed the 2027 budget requests and welcomed board feedback. For the West River Community Center (WRCC), budget adjustments reduced the deficit to (\$18,037) through a \$5,000 reduction in expenses and a \$13,000 increase in admissions revenue. He noted that significantly reducing the deficit would likely require increases to daily fees and memberships. Board members discussed opportunities to grow membership revenue, particularly by expanding membership eligibility beyond on-campus students. Commissioner Zach Keller supported future fee increases, citing improved maintenance and customer service, while Deputy Director Caleb Burgard emphasized the importance of transparency and public communication when fees are adjusted. Director Rae then presented the General Fund initial request showing a deficit of (\$136,521). Key budget items included a \$6,000 phone system upgrade, \$55,000 for a full-time public relations position, and \$23,000 for equipment leases, along with estimated retirement savings of \$80,000. He estimated a maximum levy increase of \$162,977, explaining that a 3% mill levy increase would average about \$12 annually on a \$300,000 home. Board members agreed with the preliminary budget approach and preferred waiting for updated valuation figures before making further adjustments. The board also reviewed 2026 fund balances and reserve goals, including maintaining a \$1.4 million General Fund reserve and setting aside 20% of the Capital Betterment Mill Levy for future projects. Director Benjamin Rae outlined proposed 2027 capital projects totaling funding needs across Administration, HRG, Parks/Patterson Lake, WRCC, WRIC, and Fleet/Equipment. Discussion focused on golf course improvements. Director Rae recommended postponing the planned clubhouse project, which is now estimated at approximately \$200,000, and instead using reserved funds to expand and improve practice areas, including additional greens and bunker upgrades. Board members generally supported prioritizing practice area improvements while exploring future clubhouse partnership opportunities. Members also requested renderings to help communicate the project to the public. Additional project discussions included Parks and Patterson Lake improvements, trail projects, outdoor recreation amenities, water supply concerns at the West River campus, and maintenance needs at the Sanford Sports Complex. Zach Keller suggested improving soccer field layouts and facilities to attract larger tournaments, particularly indoor events. Director Rae also reviewed planned improvements at the West River Community Center, West River Ice Center, and various fleet and equipment replacement projects. Funding sources include the half-cent sales tax, general fund, capital betterment funds, and grants/donations. Following the presentation and discussion, the board expressed consensus with the proposed budget direction and had no additional questions.

Adjournment – MOTIONED BY: Tyler Tucker; SECOND BY: Zach Keller to adjourn the meeting at 4:51 pm. All aye, motion carried.

b. Claims



	July, 2026	June, 2026	July, 2025
Vouchers	\$619,690.61	\$1,065,550.78	\$521,035.96
Direct Bank Debit	\$17,415.51	\$16,271.19	\$16,065.34
Net Payroll (Gross Payroll Amount \$338,882.42)	\$278,931.91	\$283,813.61	\$273,900.49
TOTAL	\$916,038.03	\$1,365,635.58	\$811,001.79

Bravera Trust Center (PR)	\$8,840.78
Bravera Trust Center (PR)	<u>\$8,574.73</u>
Total	\$17,415.51

8. PARKS/GOLF MAINTENANCE

TO: Board of Park Commissioners

FROM: Scott Mack, Director of Parks/Golf Maintenance

DATE: July 29, 2026

RE: Parks/Golf Maintenance Report

PARKS

- Replaced irrigation well pump and motor at Kostelecky Park. Also replaced all 11 zone valves because of the high iron in the water that had plugged and corroded the valves over time.
- Installed a bench at College Park in the playground area
- The maintenance shop expansion floor was poured
- Parks maintenance crew took out old indoor swimming pool playground structure (3 employees 2 full days)
- With hot dry conditions trying to keep up with all irrigation systems
- Hand spraying all complexes, parks, sidewalks, and parking lots
- Had Legion A West Regional baseball tournament at DCBT July 23rd-26th
- Had Mustang 11yr old state tournament July 29th-August 2nd

PATTERSON LAKE

- Had Beach Party event July 9th
- General maintenance
- Finished spraying cactus on the cross-country course

GOLF COURSE

- Cleaned all 22 bunkers on the course. Pulled weeds and edged (Parks crew 210 man hours over 10 days)
- Filled holes with topsoil, seeded, and roped off in various location around the course
- With hot dry conditions having a hard time keeping the irrigation running with all heads getting plugged with the rust from the intake pipe. Constant irrigation head flushes.
- Started weed spraying on course. With hot temperatures way behind on spraying. Hopefully can get caught up when temps cool off
- With hot temps also behind on fertilizing which hopefully can get caught up also when temps cool down in the coming weeks
- Irrigation filter system was delivered and is on site for install in late September which should take care of the irrigation head plugging problems
- Working on getting all materials lined up and pricing for the practice greens expansion project.

9. RECREATION/FACILITIES

- a. Deputy Director Report – Caleb Burgard
- b. Dickinson Dolphins Agreement – Caleb Burgard
- c. Dickinson Dream Agreement – Caleb Burgard
- d. DSU Student Membership Agreement – Caleb Burgard

a. Deputy Director Report

TO: Board of Park Commissioners

FROM: Caleb Burgard, Deputy Director

DATE: July 29, 2026

RE: Recreation/Facilities Report

Patterson Lake Recreational Area

We currently have 280 total season passes (284 in July 2025) and had 637 July campground reservations (455 in July 2025). Received blue-green algae water watch on July 28th, sample collected still shows low toxin levels. Informational booth closes for season Monday, September 7th.

Heart River Golf Course

Have 1,069 total season passes (959 in July 2025) and 6,321 total July rounds recorded, compared to 6,402 in July 2025. Men's and women's leagues, along with PGA Juniors and HRGC Golf Academy have all concluded. Fisher Industries, Artistic Exchange Boosters, Conoco-Phillips, Marathon Petroleum, API Golf Tournament, DSU Golf Team Fundraiser, DHS Girls Golf Meet, and Knights of Columbus tournaments all scheduled in August.

West River Community Center

We have 6,464 total memberships (5,773 annual, \$802,022.12 YTD Annual), compared to 6,766 (6,071 annual, \$802,022.12 YTD Annual) in July 2025. Carpet installation scheduled to begin August 3rd. Marathon Petroleum pool party August 4th. WRCC clean/maintenance week August 10th – 16th. Outdoor Pool closes for season August 16th. Midco Swim under the Stars scheduled for August 21st and 22nd. Pooch Pool Party scheduled for August 25th. Badlands self-paced triathlon begins September 7th.

West River Ice Center

Summer public ice open skate taking place Friday's 7:00-9:00 pm, and Saturday's 1:00-2:00 pm (toddler skate), 2:30-4:30 pm, and ending August 15th. Off-ice vendors/exhibits this month include: Catfish Fry, API Golf Banquet, and The Dickinson Press Women's Expo. Charbonneau ice arena is starting to be put in September 21st.

Dickinson Parks and Recreation

Summer adult golf, softball, and sand volleyball leagues all concluding in July/August. Adult fall volleyball, kickball, and 3x3 basketball deadlines are upcoming in August. Summer programming continues to go very well and gradually concludes. Fall/Winter Activity Guide available to the public in August. Other upcoming August/September events & programs include our facility orientation course, Dickinson fire cadets, Bandshell concert series, t-ball, teen center takeback, ruck march, Cal Ripken 11-Year-Old AA & AAA State Tournament, parkside movie, punt, pass, & kick, last chance softball tournament, and elementary cross country meets. Continuing final preparations for hosting our NDRPA state association conference September 15th-17th.

b. Dickinson Dolphins Agreement

MOTION REQUIRED.

DICKINSON DOLPHINS SWIM TEAM USE AGREEMENT

THIS AGREEMENT, made and entered into this **3rd day of August, 2026** by and between the Dickinson Parks and Recreation (hereinafter "District") and the Dickinson Dolphins Swim Team (hereinafter "Dolphins").

WHEREAS, Dolphins desires to provide a competitive swim team program for the youth ages 5-18 of Dickinson.

This Agreement shall be for a period commencing **September 1, 2026, and ending August 31, 2027.**

1. **West River Community Center Lap and Leisure Pool**

The WRCC Lap and Leisure Pool will be utilized by the Dolphins from August through July for team practice and meets. If there are any additional staffing needs as a result of Dolphins usage, the staff wages will be reimbursed to the District by the Dolphins. All utilities, maintenance and improvements will continue to be the responsibility of the District.

2. **Management**

It is understood that the Dolphins will be responsible for all management duties to include scheduling meets and practices, hiring coaches, administering registration, program development, etc. as they relate to competitive swimming in the city of Dickinson.

3. **Scheduling of the Facility**

Scheduling of the West River Community Center Lap Pool shall be negotiated between the District's **Facility Supervisor-Aquatics** and an individual designated by the Dolphins to be their representative. The Dolphins must provide the District practice and meet schedules as soon as they become available. Additionally, Dolphins must provide the District with Swim Meet Request Forms for all Swim Meets over the course of the year. The District must be notified of any changes to the schedule or swim meets as soon as they are known.

Use of gyms/fitness facilities will need to be scheduled by the Dolphins through the Recreation/Facilities Manager, for which a separate usage fee may apply.

4. **Swim Team Storage Area**

The storage area located in the southwest corner of the lap pool shall be used for the Dolphins storage area. Swim team equipment, files, uniforms and any other related items will be allowed to be stored in this area. It shall be the responsibility of Dolphins to maintain the storage area in a respectable manner and pay for any damage caused by their use. Additional improvements to this storage area requested by the Dolphins must be approved by the District. Any improvements affixed to the premises shall become the property of the District. Cost of any improvements will be the responsibility of the Dolphins.

5. **Insurance**

It will be the responsibility of Dolphins to obtain all adequate insurance coverage; accident and liability for all of its participants, coaches and officials. The participants, coaches and officials shall waive and release in writing any and all rights and claims for damages they may have against the District and its representatives, successors and assigns for any injuries or damages suffered while participating in any Dolphins programs.

The Dolphins will, at its expense, maintain general liability insurance coverage for its operations at the premises providing for at least \$1,000,000.00 in coverage. A copy of such policy shall be provided to the District. The District shall be named as an insured under this policy for claims arising out of or as a result of this Agreement.

District shall not be liable to the Dolphins, or those claiming through or under Dolphins, for injury, death or property damage occurring in or about the premises arising out of or resulting from any action by the Dolphins To the fullest extent permitted by law, Dolphins

will defend, indemnify, and hold the District harmless from all claims arising directly or indirectly from or in connection with (i) the conduct or management of the programs and activities of the Dolphins; (ii) any accidents, injury, or damage whatsoever occurring at the facility arising from, directly or indirectly, the use of the facility by Dolphin or any of its directors, officers, agents, employees, guests, contractors, as well as participants in the Dolphin's programs and activities except to the extent of any negligent or wrongful act or omission of the District.

6. **School Representation**

For purposes of communication, High School Swimming will continue to be represented at all levels by the Dickinson High School Activities Director. The Dolphins swim team will be represented by the President of the Club.

7. **Rental Fees and Charges**

The Dolphins will be charged a rate of **\$5.00/hr.** per lane used. This includes all Dolphin swim practices, preseason, short course and long course during the course of the time period.

The District will charge the Dolphins a flat rate of \$175 for One Day Meets (set up and tear down included) and Two Day Meets \$450 flat rate (includes setup the evening before), plus any additional staff costs that are incurred related to the meet. The meet will include use of the Lap Pool, 1 Tennis Court and Golf Simulator Room.

Dolphin Swim Team members do not need WRCC memberships to participate in the Dolphins Swim Club. Dolphin Swim Team members not holding a WRCC membership are restricted to use of the Lap Pool only, and only during scheduled practice/meet times. All Dolphin Swim Team members must identify themselves at the control desk upon entering the facility and are subject to all facility rules.

A monthly bill will be sent to the Dolphins within 7 business days at the beginning of every month for the previous month's usage.

8. **Concessions**

The Dolphins will be allowed to sell concession and swim team items during their scheduled swim meets only. They will be allowed to keep all monies earned from the sale of such items.

9. **Modifications and Termination**

No modifications or amendments to this agreement shall be effective unless embodied in writing signed by both parties. Either party may terminate this agreement upon a 30 day written notice to the other party.

10. **Binding Effect**

It is mutually agreed by and between the parties hereto that the covenants and agreements herein contained shall extend to and be obligatory upon the heirs, administrators, executors, successors or assigns of the respective parties.

11. **Dolphins shall not discriminate in any way against any person on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regard to marriage or public assistance, or participation in lawful activity outside of the person's use of the facility.**

12. **Entire Agreement**

The **Deputy Director** and Dolphins representative will meet on an annual basis to develop the use agreement. The meeting and use agreement must be completed prior to September 1 of each year.

This agreement constitutes the entire contract between the parties hereto and there are no undertaking, representations or warranties, oral or written, relating to the subject matter hereof and neither party has relied upon any verbal representations, agreements, or undertakings not set forth herein, whether made by an agent or by a party hereto.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

DICKINSON PARKS & RECREATION

DICKINSON DOLPHINS SWIM TEAM

c. Dickinson Dream Agreement

MOTION REQUIRED.

DICKINSON DREAM BASKETBALL USE AGREEMENT

THIS AGREEMENT, made and entered into this **3rd day of August, 2026** by and between the Dickinson Parks and Recreation (hereinafter "District") and the Dickinson Dream (hereinafter "Dream").

WHEREAS, Dream desires to provide a competitive basketball program for the youth grades 1st-8th of Dickinson.

This Agreement shall be for a period commencing **September 1, 2026 and ending August 31, 2027**.

1. **West River Community Center**

The WRCC Basketball courts will be utilized by the Dream from October through August for camps, tournaments, and all other programming. If there are any additional staffing needs as a result of Dream usage, the staff wages will be reimbursed to the District by the Dream. All utilities, maintenance and improvements will continue to be the responsibility of the District.

2. **Management**

It is understood that the Dream will be responsible for all management duties to include scheduling camps and tournaments, hiring coaches, administering registration, program development, etc. as they relate to competitive youth basketball in the city of Dickinson.

3. **Scheduling of the Facility**

Scheduling of the West River Community Center Basketball courts shall be negotiated between the District's Director of Recreation/Facilities and/or Recreation/Facilities Manager and an individual designated by the Dream to be their representative. The Dream must provide the District camp and tournament schedules as soon as they become available.

4. **Office Space and Storage Area**

The office space located in the tennis courts shall be used for the Dream storage area. Basketball equipment, files, uniforms and any other related items will be allowed to be stored in this office space. It shall be the responsibility of Dream to maintain the storage area in a respectable manner and pay for any damage caused by their use. Additional improvements to this storage area requested by the Dream must be approved by the District. Any improvements affixed to the premises shall become the property of the District. Cost of any improvements will be the responsibility of the Dream.

5. **Insurance**

It will be the responsibility of Dream to obtain all adequate insurance coverage; accident and liability for all of its participants, coaches and officials. The participants, coaches and officials shall waive and release in writing any and all rights and claims for damages they may have against the District and its representatives, successors and assigns for any injuries or damages suffered while participating in any Dream programs.

The Dream will, at its expense, maintain general liability insurance coverage for its operations at the premises providing for at least \$1,000,000.00 in coverage. A copy of such policy shall be provided to the District. The District shall be named as an insured under this policy for claims arising out of or as a result of this Agreement.

District shall not be liable to the Dream, or those claiming through or under Dream, for injury, death or property damage occurring in or about the premises arising out of or resulting from any action by the Dream. To the fullest extent permitted by law, Dream will defend, indemnify, and hold the District harmless from all claims arising directly or indirectly from or in connection with (i) the conduct or management of the programs and activities of the Dream; (ii) any accidents, injury, or damage whatsoever occurring at the facility arising from, directly or indirectly, the use of the facility by Dream or any of its

directors, officers, agents, employees, guests, contractors, as well as participants in the Dream's programs and activities except to the extent of any negligent or wrongful act or omission of the District.

6. Rental Fees and Charges

The Dream will be charged a rate of \$20/hour/court used. This includes all camps, tournaments, and all other programming.

Dickinson Dream participants do not need WRCC memberships to participate in the Dickinson Dream. Dream members/participants not holding a WRCC membership are restricted to use of the Basketball courts only, and only during scheduled programming. All Dream members/participants must identify themselves at the control desk upon entering the facility and are subject to all facility rules.

A monthly bill will be sent to the Dream within 7 business days at the beginning of every month.

7. Modifications and Termination

No modifications or amendments to this agreement shall be effective unless embodied in writing signed by both parties. Either party may terminate this agreement upon a 30 day written notice to the other party.

8. Binding Effect

It is mutually agreed by and between the parties hereto that the covenants and agreements herein contained shall extend to and be obligatory upon the heirs, administrators, executors, successors or assigns of the respective parties.

9. Dream shall not discriminate in any way against any person on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regard to marriage or public assistance, or participation in lawful activity outside of the person's use of the facility.

10. Entire Agreement

The **Deputy Director** and Dream representative will meet on an annual basis to develop the use agreement. The meeting and use agreement must be completed prior to October 1 of each year.

This agreement constitutes the entire contract between the parties hereto and there are no undertaking, representations or warranties, oral or written, relating to the subject matter hereof and neither party has relied upon any verbal representations, agreements, or undertakings not set forth herein, whether made by an agent or by a party hereto.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

DICKINSON PARKS & RECREATION

DICKINSON DREAM

President, Dickinson Park Board

President, Dickinson Dream Basketball

d. DSU Student Membership Agreement

TO BE AVAILABLE.

10. BUSINESS/FINANCE

- a. MOU for Use of City Equipment – Benjamin Rae
- b. RFP for Golf Practice Areas – Benjamin Rae
- c. Bid Documents for Greens Mix – Benjamin Rae
- d. Preliminary Budget Approval – Benjamin Rae
- e. Executive Director Report – Benjamin Rae

a. MOU for Use of City Equipment

MOTION REQUIRED.

TO: Board of Park Commissioners

FROM: Benjamin Rae, Executive Director

DATE: July 29, 2026

RE: DPRD MOU for Use of City Equipment

Background Information:

For many years, the City of Dickinson has graciously allowed the Park District to use certain pieces of equipment that we need on an irregular basis as opposed to renting and purchasing the equipment. Due to some challenges related to lending equipment, the City of Dickinson has asked us to formalize the process of lending equipment to the Park District including our responsibility to ensure operators or properly trained and that the Park District will be financially responsible for any damage while under our care.

Staff Recommendation:

Staff recommends approval of the MOU for Use of City Equipment

Fiscal Impact:

None

Impacted Fund:

None

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("Agreement") is made and entered into on this 3rd day of August, 2026, by and between **DICKINSON PARKS AND RECREATION DISTRICT** ("District") and the **CITY OF DICKINSON** ("City").

WHEREAS, the City is authorized to enter into contracts pursuant to N.D.C.C. § 40-05.1-06;

WHEREAS, the District is authorized to enter into contracts pursuant to N.D.C.C. § 40-49-04;

WHEREAS, the City owns certain equipment that may periodically be available for use by the District;

WHEREAS, the Parties now wish to memorialize the District's permitted use of certain City-owned equipment and set forth the obligations of each Party; and

NOW, THEREFORE, in consideration of the mutual terms, covenants, promises, and conditions set forth herein, it is agreed by and between the City and the District as follows:

1. Purpose. The purpose of this Agreement is to establish the terms under which the City may allow the District to use designated City-owned equipment for official District purposes.

2. Term. This Agreement shall be effective on August 3rd, 2026, and shall continue until December 31st, 2046, unless terminated in writing prior to the expiration of the initial term or

any renewal term by mutual agreement of the Parties, or terminated by either Party in accordance with Section 11 (Termination) of this Agreement.

3. City Equipment. This Agreement applies to all City-owned equipment approved by the City for District use (“City Equipment”). City retains ownership to all City Equipment.

4. Use. City Equipment may be used only for official District business, by an authorized District operator, and in accordance with this Agreement, applicable law, manufacturer requirements, insurance requirements, written District policies, and written City policies provided to District.

5. Authorized Operators. The District shall ensure that each District operator of City Equipment is a District employee, holds a valid license appropriate for the equipment, has received training reasonably necessary to operate the equipment safely, and meets applicable legal and insurer requirements. The District shall not knowingly permit a District operator to operate City Equipment while impaired, unlicensed, medically unable to drive safely, or otherwise ineligible to operate the equipment. The District will be responsible for supervising and directing its employees while they operate City Equipment.

6. Condition of City Equipment. The City will ensure the City Equipment is properly registered, reasonably maintained, and reasonably believed to be safe for its intended use. The City shall be responsible for scheduled maintenance, manufacturer recalls, registration, ordinary wear and tear, preexisting damage, mechanical failure not caused by District use, and any other known defects. The City shall disclose any known material operating limitations or safety concerns to District prior to District use.

7. Requested Use of City Equipment. The District’s Executive Director or designated supervisors may contact the City’s Administrator or designated supervisors to request use of City Equipment. The City’s Administrator or designated supervisors may approve, deny, condition, or revoke a request based on equipment availability, operational needs, or any other reasonable considerations. City approval shall not be unreasonably withheld.

8. Costs for Use of City Equipment. The District shall be responsible for expenses directly resulting from its use of City Equipment including fuel, parking, traffic or parking citations, and any extraordinary cleaning required. The City shall remain responsible for all normal ownership and maintenance expenses.

9. No Third Party Rights. This Agreement is entered into for the sole benefit of the City and the District. It shall confer no benefits or rights, direct or indirect, on any third person. No person or entity other than the parties themselves may rely upon or enforce any provision of this Agreement. The decision to assert or waive any provision of this Agreement is solely that of each Party.

10. Compliance with Law. The Parties to this Agreement shall comply with all applicable federal, state, and local laws, rules, and regulations in carrying out the terms and conditions of this Agreement. Each Party shall be responsible for complying with all relevant safety laws and regulations and for taking all necessary safety precautions during the term of this Agreement.

11. Termination. Either Party may terminate this Agreement, with or without cause, by giving the other Party 90 days prior written notice of termination.

12. Force Majeure. Neither Party will be held responsible for delay or default caused by fire, riot, terrorism, pandemic, acts of God, or war if the event was not foreseeable through the exercise of reasonable diligence by the affected Party, the event is beyond the Party’s reasonable control, and the affected Party gives notice to the other Party promptly upon occurrence of the event causing the delay or default or that is reasonably expected to cause a delay or default.

13. Indemnification. The City and District each agree assume its own liability for any and all

claims of any nature including all costs, expenses, and attorneys' fees which may in any manner result from or arise out of this Agreement.

14. Insurance. At its sole expense, the City shall procure and maintain insurance covering City Equipment. Such insurance shall remain in full force and effect for the duration of this Agreement. Any and all claims, losses, damages, liabilities, costs, or expenses arising out of or relating to the activities performed under this Agreement shall be submitted to and governed by the City's insurance policy.

If City Equipment is damaged while it is in the District's possession, custody, or control pursuant to this Agreement, the District shall be responsible for the applicable insurance deductible for repair or replacement of the City Equipment.

The District shall promptly report any damage or potential claim and shall cooperate with the City and insurer in the investigation of the claim.

15. Notice. All notices or other communications required under this Agreement must be given by registered or certified mail and are complete on the date postmarked when addressed to the Parties at the following addresses, or by email complete on the date sent:

TO CITY:

City Administrator
City of Dickinson
38 1st St. W
Dickinson, ND 58601
Dustin.dassinger@dickinsongov.com

TO DISTRICT:

Executive Director
Dickinson Parks and Recreation District
2004 Fairway St.
Dickinson, ND 58601
brae@dickinsonparks.org

16. Independent Entity. None of the provisions of this Agreement create nor shall be deemed or construed to create any relationship between the Parties hereto other than that of independent entities contracting with each other for the purposes outlined in this Agreement. Neither of the Parties, nor any of their respective elected officials, directors, or employees, shall be construed to be the agent, employee, or representative of the other.

17. Assignment. Neither Party may assign nor otherwise transfer or delegate any right or duty without the other Party's express written consent.

18. Merger and Modification. This Agreement constitutes the entire agreement between the Parties. There are no understandings, agreements, or representations, oral or written, not specified within this Agreement. This Agreement may not be modified, supplemented, or amended, in any manner, except by written agreement signed by both Parties.

19. Severability. If any term of this Agreement is declared to be illegal or unenforceable by a court having competent jurisdiction, the validity of the remaining terms is unaffected and, if possible, the rights and obligations of the Parties are to be construed and enforced as if this Agreement did not contain the illegal or unenforceable term.

20. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of North Dakota.

21. Effectiveness of Contract. This Agreement is not effective until fully executed by both Parties. If no start date is specified, the most recent date of the signatures of the Parties shall be deemed the Effective Date.

CITY OF DICKINSON

DICKINSON PARKS AND RECREATION DISTRICT

By: _____ By: _____

Scott Decker Tim Daniel
Mayor, City of Dickinson President, Park District

Date: _____ Date: _____

ATTEST:

City Clerk

b. RFP for Golf Practice Areas

MOTION REQUIRED.

TO: Board of Park Commissioners

FROM: Benjamin Rae, Executive Director

DATE: July 29, 2026

RE: RFP for Golf Practice Areas

Background Information:

Additional golf practice areas have been one of the most requested items from our players and teams. We have responded by adding an additional tee area at the far end of the driving range for those wishing to hit from the target level and adding additional 40- and 60-yard short game areas in the same location. These are items that could be done in house at very little cost. Expanding the greens near the clubhouse is a more technical construction project best done by those who have experience in golf course construction. The proposed project will increase the amount of practice green space from 3900 sq ft. to 12000 sq ft. We believe that it is important to get this done sooner than later due to availability of materials and contractors this fall. It will be a short-term inconvenience for our players and high school teams, but we will work to minimize the disruption by transplanting the existing green to the new short game practice area.

Staff Recommendation:

Staff recommends putting on hold the renovations to the clubhouse and approval of the RFP for Golf Practice Areas.

Fiscal Impact:

\$150,000

Impacted Fund:

Current Projects



REQUEST FOR PROPOSALS

The Board of Park Commissioners of Dickinson Parks and Recreation District (DPRD) is accepting proposals for the expansion of golf practice areas at the Heart River Golf Course (HRGC). All proposals shall be submitted electronically to Benjamin Rae (brae@dickinsonparks.org) with the subject “HRGC Practice Areas” until 3:00 PM (MST), Wednesday, August 26, 2026.

Detailed specifications and bid forms are available at the DPRD office located at 2004 Fairway Street, Dickinson, ND 58601. Proposals must be submitted on the bid forms provided by DPRD,

and the additional proposal requirements must be submitted on the proposer's own forms with the bid form; all proposal documents must be in accordance with the specifications and conditions. On-site visits may be coordinated with Scott Mack at 701-495-0026.

All proposals shall remain open for a period of thirty (30) days after the proposal closing date. The Board of Park Commissioners of the DPRD reserves the right to reject any and all proposals, to waive any informalities in any proposal, and to award the contract as it deems to be in the best interest of the DPRD.

Dated this 3rd day of August 2026

Legal Publication:

Wednesday, August 12, 2026

Wednesday, August 19, 2026

REQUEST FOR PROPOSALS

Heart River Golf Course Practice Areas

INTRODUCTION

The HRGC Practice Areas project consists of the construction of additional putting green space adjacent to the existing putting green and improvements and installation of the chipping area to the west of the driving range including bunker and putting green areas. The approximate area of the proposed putting green expansion is 9500 square feet (3900 square feet existing green plus 5600 square feet of new green) but should be verified by the contractor prior to submitting a proposal (see Exhibit A for a sketch of the area). The putting green adjacent to the bunker is 2500 square feet but should be verified by the contractor prior to submitting a proposal (see Exhibit A for a sketch of the area). The work must be completed after August 31, 2026, but prior to the end of the year, in coordination with the owner.

PUTTING GREEN EXPANSION

All putting greens shall be designed and constructed in accordance with the most current edition of the United States Golf Association (USGA) Recommendations for a Method of Putting Green Construction. The construction of the practice putting green should include the following work:

1. Tree Removal and Relocation for the expansion of the green will be handled by the owner. There is at least one memorial tree that will need to be relocated and 3 other trees that will be removed.
2. Strip and remove all existing vegetation, organic material, roots, debris, and unsuitable soils. Reconstruction and expansion of the green may include removal of the existing green if it is deemed the best method to provide the maximum amount of practice space in the given location. In this case, the subgrade material should be preserved and used in the reconstruction and the existing green should be used cut and used in the short game practice area. The finished subgrade shall be firm, smooth, and free of standing water prior to installation of drainage materials.
3. Install herring-bone drainage system approximately 10 inches deep. Trench spacing not to exceed 15 feet center-to-center with a minimum slope of 1.0%. Provide clean, angular gravel meeting USGA particle-size specifications and install drainage gravel no less than 4 inches above the pipe system.
4. Install 90/10 sand/peat greens mix which will be provided by the owner. The greens mix shall be approximately 12 inches deep and putting green surface grades shall generally not exceed 2% on primary pinnable areas.
5. The contractor shall provide recommendations on appropriate turfgrass for western North Dakota climate. Due to the time of installation, sod is preferred over seed.
6. The green shall be served by a dedicated irrigation system that includes individual head control

and connects into the Toro central control system. The irrigation will be installed by the owner in consultation with the contractor.

SHORT GAME PRACTICE AREA

All putting greens shall be designed and constructed in accordance with the most current edition of the United States Golf Association (USGA) Recommendations for a Method of Putting Green Construction. The construction of the practice putting green should include the following work:

7. Strip and remove all existing vegetation, organic material, roots, debris, and unsuitable soils. Construction of the green will include removal of the existing green. The finished subgrade shall be firm, smooth, and free of standing water prior to installation of drainage materials.
8. Install herring-bone drainage system approximately 10 inches deep. Trench spacing not to exceed 15 feet center-to-center with a minimum slope of 1.0%. Provide clean, angular gravel meeting USGA particle-size specifications and install drainage gravel no less than 4 inches above the pipe system.
9. Install 90/10 sand/peat greens mix which will be provided by the owner. The greens mix shall be approximately 12 inches deep and putting green surface grades shall generally not exceed 2% on primary pinnable areas.
10. The contractor shall install turf grass salvaged from existing green.
11. The green shall be served by a dedicated irrigation system that includes individual head control and connects into the Toro central control system. The irrigation will be installed by the owner in consultation with the contractor.

PRICING

Pricing should be listed as a lump sum on the provided bid form.

ADDITIONAL PROPOSAL REQUIREMENTS

In addition to the bid form, each proposal shall contain the following information:

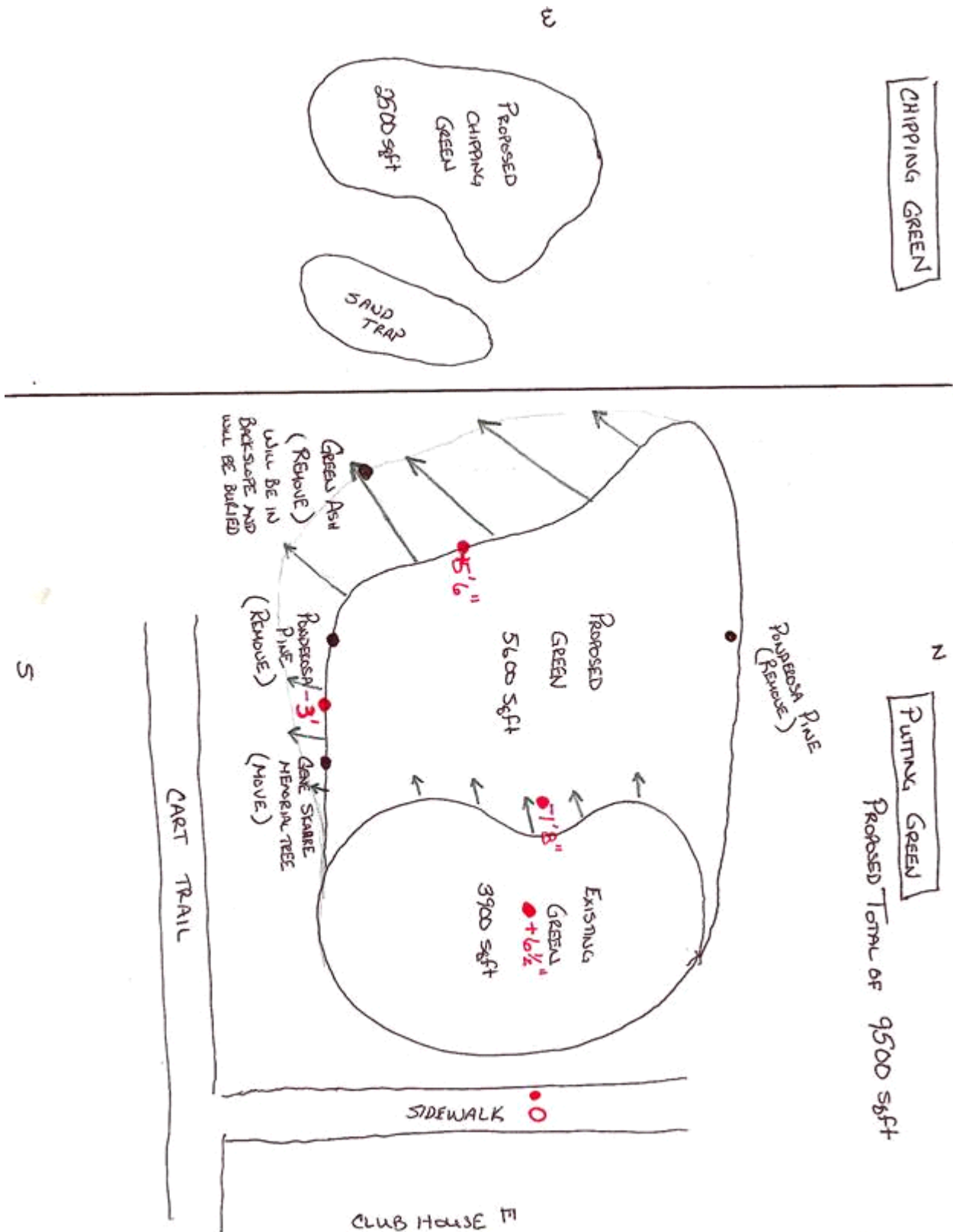
12. Specifications and any product descriptions.
13. Warranty information.
14. Information regarding the company's experience, including at least 3 examples of similar projects completed by the company with specific experience in golf course construction.
15. Information regarding the company's ability to complete the project within the required schedule, including a proposed schedule for completion and information regarding personnel who will be assigned to perform the work on the project.

SCORING CRITERIA

Proposals will be considered on the following criteria with DPRD reserving the right to select the best-value product:

16. Company Experience in Golf Course Construction – 35%
17. Cost – 25%
18. Product Quality – 10%
19. Warranty – 10%
20. Ability to meet the schedule as stated in the Introduction – 20%

EXHIBIT A



BID FORM

To: Benjamin Rae, Executive Director
Dickinson Parks & Recreation District
2004 Fairway Street

For: HRGC Practice Areas
Dickinson Parks & Recreation District

Date: _____

Proposal for HRGC Practice Areas:

Having examined all matters referred to in the Request for Proposals documents for HRGC Practice Areas, we, the undersigned, hereby offer to enter into a contract to perform the project as outlined and described in the Request for Proposals for the HRGC Practice Areas for the following price:

\$ _____ HRGC Practice Areas

Acceptance:

- A. This offer shall be open to acceptance and is irrevocable for thirty (30) days from the proposal closing date.
- B. If this proposal is accepted by Dickinson Parks & Recreation District, we will, within ten (10) days after receiving the contract for execution:
 - 1. Execute the contract

Bid Form Signatures:

Bidder's Name: _____

Bidder's Signature: _____

Address: _____

Phone: _____

Email: _____

c. Bid Documents for Greens Mix

REQUEST FOR BIDS

The Board of Park Commissioners of Dickinson Parks and Recreation District (DPRD) is accepting bids for the purchase and delivery of USGA specification greens profile mix. All bids shall be submitted in a sealed envelope and endorsed "Greens Mix" until 3:30 PM (MST), Wednesday, August 26, 2026, when they will be opened and read aloud.

Detailed specifications and bid forms are available at the DPRD office located at 2004 Fairway Street, Dickinson, ND 58601. Bids must be submitted on forms provided by DPRD and in accordance with specifications and conditions therein contained. Scott Mack (701-495-0026) is available to answer any questions from prospective bidders.

All bids shall remain open for a period of thirty (30) days after the bid opening. The Board of Park Commissioners of the DPRD reserves the right to reject any and all bids, to waive any informalities in any bid, and to award the contract as it deems to be in the best interest of the DPRD.

Dated this 3rd day of August 2026

Legal Publication:

Wednesday, August 12, 2026

Wednesday, August 19, 2026

REQUEST FOR BID

USGA Greens Mix DETAILED SPECIFICATIONS

SPECIFICATIONS

1. Provide approximately 800 tons of USGA specification 90/10 sand/peat blended greens profile mix verified by laboratory testing and delivered to the Heart River Golf Course Maintenance Shop located at 2467 W Boardway Street, Dickinson, ND 58601.
2. The bid should include the price for the material and any trucking/delivery fees.
3. The bid should be listed as price per ton assuming approximately 800 tons of material.

BID FORM

To: Benjamin Rae, Executive Director
Dickinson Parks & Recreation District
2004 Fairway Street
Dickinson, ND 58601

For: Heart River Golf Course Greens Mix
Dickinson Parks & Recreation District

Date: _____

Bid for Heart River Golf Course Greens Mix:

Having examined all matters referred to in the bid documents for Heart River Golf Course Greens Mix, we, the undersigned, hereby offer to enter into a contract to provide and deliver the Heart River Golf Course Greens Mix for the following price:

\$ _____ per ton

Acceptance:

- A. This offer shall be open to acceptance and is irrevocable for thirty (30) days from the bid closing date.
- B. If this bid is accepted by Dickinson Parks & Recreation District, we will, within ten (10) days after receiving the contract for execution:
 - 1. Execute the contract

Bid Form Signatures:

Bidder's Name: _____

Bidder's Signature: _____

Address: _____

Phone: _____

Email: _____

d. Preliminary Budget Approval

MOTION REQUIRED.



Notice of
Prelimina...



NOTICE OF PRELIMINARY BUDGET

NOTICE IS HEREBY GIVEN, that the preliminary budget is on file in the office of the Park District Clerk and that the Board of Park Commissioners of the City of Dickinson, North Dakota will meet in compliance with State Law on Monday, September 14, 2026, at the hour of 4:15 p.m. at the West River Community Center, 2004 Fairway Street, of said City. The Board of Park Commissioners will hold a public hearing at said time and place, at which time any taxpayer may appear and discuss with the governing body any item of the proposed expenditures or object to any such item of the amount thereof.

Dated this 3th day of August, 2026

DICKINSON PARKS AND RECREATION DISTRICT
Board of Park Commissioners

Park Board President

Executive Director



2027-Initial
-Budget-R...

General Fund				General Fund			
Revenue	2026	2027	Difference	Expenses	2026	2027	Difference
Tax Revenue	\$ 2,498,069	\$ 2,685,069	\$ 187,000	Personnel	\$ 1,832,326	\$ 2,059,336	\$ 227,010
Administrative (includes Parks)	\$ 96,900	\$ 98,900	\$ 2,000	Administrative	\$ 242,850	\$ 254,496	\$ 11,646
Programs (Adult, Youth, Other)	\$ 238,500	\$ 252,450	\$ 13,950	Programs (Adult, Youth, Other)	\$ 195,500	\$ 202,400	\$ 6,900
West River Ice Center	\$ 241,500	\$ 254,500	\$ 13,000	Parks (Parks, Complex/Ballpark, Shop, Forestry)	\$ 344,450	\$ 365,300	\$ 20,850
Other Facilities (Apartments, Retreat, Veterans)	\$ 61,000	\$ 61,000	\$ -	West River Ice Center	\$ 375,250	\$ 379,675	\$ 4,425
Special Events	\$ 57,000	\$ 60,000	\$ 3,000	Other Facilities (Apartments, Retreat, Veterans)	\$ 37,000	\$ 37,850	\$ 850
Heart River Golf Course	\$ 1,264,600	\$ 1,308,350	\$ 43,750	Special Events	\$ 51,500	\$ 54,500	\$ 3,000
Patterson Lake	\$ 66,200	\$ 80,200	\$ 14,000	Heart River Golf Course	\$ 1,241,405	\$ 1,255,074	\$ 13,669
TOTAL	\$ 4,523,769	\$ 4,800,469	\$ 276,700	Patterson Lake	\$ 203,206	\$ 191,585	\$ (11,621)
				TOTAL	\$ 4,523,487	\$ 4,800,216	\$ 276,729
				2027 DIFFERENCE REVENUE AND EXPENSES			\$ 253
West River Community Center				West River Community Center			
Revenue	2026	2027	Difference	Expenses	2026	2027	Difference
Memberships/Admissions	\$ 1,935,500	\$ 1,950,500	\$ 15,000	Personnel	\$ 1,398,209	\$ 1,481,362	\$ 83,153
Services	\$ 174,650	\$ 184,650	\$ 10,000	Administrative	\$ 914,143	\$ 847,703	\$ (66,440)
Special Events	\$ 15,700	\$ 17,950	\$ 2,250	Program	\$ 224,400	\$ 228,050	\$ 3,650
Other	\$ 413,250	\$ 414,900	\$ 1,650	TOTAL	\$ 2,536,752	\$ 2,567,115	\$ 30,363
TOTAL	\$ 2,539,100	\$ 2,568,000	\$ 28,900	2027 DIFFERENCE REVENUE AND EXPENSES			\$ 885
Capital Improvements				Capital Improvements			
Revenue	2026	2027	Difference	Expenses	2026	2027	Difference
Capital Betterment	\$ 737,031	\$ 791,201	\$ 54,170	Capital Betterment Encumbered	\$ 572,500	\$ 632,960	\$ 60,460
WRCC Improvements	\$ 1,175,000	\$ 1,175,000	\$ -	Capital Betterment Unencumbered	\$ 164,531	\$ 158,241	\$ (6,290)
TOTAL	\$ 1,912,031	\$ 1,966,201	\$ 54,170	WRCC Improvements Encumbered	\$ 1,891,363	\$ 835,208	\$ (1,056,155)
				WRCC Improvement Unencumbered	\$ 310,208	\$ 339,792	\$ 29,584
*Mill Levy increase of 7.7% almost equally split between GF and CB							
*Property Tax Accounts for 49% of the GF budget and 32% of total operational budget							
*Property Tax Increase accounts for 3.9% of the GF budget and 2.5% of total operational budget							



Budget-Mil
lLevy-Info

EFFECTS OF MILL LEVY ADJUSTMENTS ON PROPERTY OWNERS*

Property Value	Homeowner Levy Annual Change 2026-2027 (43.00 mill maximum)			Homeowner Levy Annual Total (43.00 mill maximum)		
	Same Revenue as 2026 (17.39 down from 18.41)	3% Increase (17.92 down from 18.41)	3% + New Growth (18.83 up from 18.41)	GF + CB Same Revenue as 2026 (17.39 down from 18.41)	GF + CB 3% increase (17.92 down from 18.41)	GF + CB 3% increase w/ New Growth (18.83 up from 18.41)
\$100,000	(\$4.59)	(\$2.21)	\$1.89	\$78.26	\$80.64	\$82.85
\$150,000	(\$6.89)	(\$3.31)	\$2.84	\$117.39	\$120.96	\$127.10
\$200,000	(\$9.18)	(\$4.42)	\$3.78	\$156.51	\$161.28	\$165.70
\$250,000	(\$11.89)	(\$5.52)	\$4.73	\$195.65	\$201.60	\$209.95
\$300,000	(\$13.77)	(\$6.62)	\$5.67	\$234.78	\$241.92	\$254.21
\$350,000	(\$16.07)	(\$7.73)	\$6.62	\$273.90	\$282.24	\$292.80
\$400,000	(\$18.36)	(\$8.84)	\$7.56	\$313.02	\$322.56	\$331.40
Total Levy	\$2,921,300	\$3,008,939	\$3,162,470	\$2,921,300	\$3,008,939	\$3,162,470
Increase from 2026	\$0	\$87,639	\$241,170	\$0	\$87,639	\$241,170

*Before State Tax Credits

MILL LEVY COMPARISON

	2027 (3% + New)		2027 (3%)		2027 (Same)		2026		2025		2024	
	Mill Rate	Levied	Mill Rate	Levied	Mill Rate	Levied	Mill Rate	Levied	Mill Rate	Levied	Mill Rate	Levied
General Fund	14.12	\$2,371,269	13.53	\$2,271,908	13.01	\$2,184,269	13.77	\$2,184,269	15.37	\$2,184,269	14.47	\$1,950,750
Special Assessments	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
Park Facility	4.71	\$791,201	4.39	\$737,031	4.39	\$737,031	4.64	\$737,031	4.05	\$574,807	3.69	\$497,014
Total	18.83	\$3,162,470	17.92	\$3,008,939	17.40	\$2,921,300	18.41	\$2,921,300	19.42	\$2,447,764	18.37	\$2,447,764

MILL LEVY HISTORY

YEAR	MILLS LEVIED	DOLLAR AMOUNT	MILL VALUATION
2016	10.83	\$1,469,120.00	\$135,626,853.00
2017	11.59	\$1,606,960.00	\$138,698,999.00
2018	13.14	\$1,743,610.00	\$132,727,640.00
2019	16.47	\$2,050,613.00	\$124,358,872.00
2020	17.52	\$2,085,850.00	\$117,839,955.00
2021	17.42	\$2,103,952.00	\$120,804,455.00
2022	17.45	\$2,124,055.00	\$121,765,344.00
2023	17.45	\$2,216,450.00	\$126,410,469.00
2024	18.16	\$2,482,424.00	\$134,813,159.00
2025	19.42	\$2,759,076.00	\$142,095,233.00
2026	17.91	\$2,921,300.00	\$158,663,922.00
2027	18.83	\$3,162,470.00	\$167,948,951.00

e. Executive Director Report

TO: Board of Park Commissioners

FROM: Benjamin Rae, Executive Director

DATE: July 29, 2026

RE: Executive Report

Current Construction Projects:

West River Community Center

Renovation Substantially Complete

Final corrections will be made during maintenance week (August 10-16)

Facility Painting, Carpet, Leisure Pool Activity Tower, Leisure Pool Flooring, and motor replacements are currently being completed (deadline of August 16)

East Broadway Dam (City of Dickinson Project)

2027 Construction Season

Out for Bid

Coordination of trail and access design and construction impacts on Jaycee Park

Bandshell Painting/Resurfacing - Scott to work on options

2026 Projects

Shop Expansion - moved to Fall 2026

Friendship Park Shelter – Ground prepped, shelter ordered, Fall 2026

Overflow Parking at Veterans Pavilion - working with City Engineering, will need approval of Board of Adjustment

Drainage behind Gress - Floodplain permit approved, Late August/Early September

HRGC Clubhouse Renovations – Working on Design; Planning to Place on Hold

Irrigation Filter - product received, September 21, 2026 installation

HRGC Maintenance Shop - mechanic building roof quotes received, Fall installation

Optimist Basketball/Tennis Lights - \$7100 quote (not budgeted)

Patterson Gate - waiting on Denny's/parts

Optimist Rink – Separated into 3 sections, work complete, will test this winter and evaluate next steps

Hydrant at Eastside Complex

WRIC Carpet – partially installed

Leisure Pool Motor Replacement – Completed

Soccer Field Irrigation Wiring – In Progress

2027 Projects

Board review in July for preliminary funding, final approval in October/November

Department Updates:

Human Resources

Full-Time Employees

Open: NONE

Part-Time Hiring Status

Golf Starter/Ranger, WRIC Attendants

Legal

Simpson Park Damage: Summary judgement granted
Unpaid Patterson Lot: Legal notification, taking next steps towards lien on property
Undeveloped Properties: Working on potential sale
Reviewing land donation
Reviewing target shooting at Patterson Lake
Reviewing other property sale procedures
FMLA: Shea would like to review our policy next year
Reviewing Qualifications for CMAR

Information Technology

Cybersecurity – 2027 Need, in the 2027 GF budget
Phone System – 2027 Need, reviewing final cost for 2027 GF/WRCC budget
ADA Digital Access – 2028 Need

Administrative

CAPRA
 Initial Staff Review Substantially Complete
 Preparing for a Fall 2027 application
Land Ownership/MOUs/Ordinances
 In Legal review and finalizing details
Policy Review
 Policy Administration and Management Process Review
 Trade Policy Development
 Fundraising Activities on District Property
 Computer Use Policy
2026 NDRPA Conference
 Sponsors and vendors deadline past
 Budget in good order, asking for CVB grant this week
 Most training sessions filled
Future Facilities
 Discussing additional indoor space
 The Board should expect a CMAR Request for Qualifications for review in September.

Finance

Revising Chart of Accounts – Expected rollout in January 2028 with new financial software
Fall 2027 Financial software replacement
Payroll Software Update in progress
Discussing sales tax initiative with the City of Dickinson
Review TIF funding options for Capital Projects

Heart River Golf Course

Working on written policies and golf course mission
Working to expand many of the forward tees and greens
Working to keep the course in good order with one of the hottest and driest July's in history.
NDJGA to increase junior opportunities in the future.

Parks/Patterson Lake

Patterson Lake
 No pending lot sales
 Monitoring Blue/Green algae but no alert at this time
Adaptive Kayak Launch - In Progress
Working with Pheasants Forever for a potential volunteer work project at South Patterson
Working on slope and parking; working on tree removal from water

Working with resident on lilac and tree planting at Kostelecky Park.

Foundation

2026-2028 Strategic Plan
Partnership with NDCF for Endowments
Charitable Gaming
Working with the Veterans on future HRGC plans
Fundraising for Future Facilities: Splash Pad, Jaycee Trail, Ninja Course, Golf Course

West River Ice Center

Broken heating coil in melting pit of Cornerstone temporarily repaired, will need replacement in 2027.

Agreements, Contracts, Grants:

Crooked Crane Stranski Segment

Construction Complete; however, we have additional funds and are looking to complete an additional segment. Additionally, segment tentatively approved and work being done on environmental clearances
Signage (in design) and trail counters (complete) in summer 2026

Phase 2 Crooked Crane Trail (Outdoor Heritage Fund)

Likely to end OHF Commitment to Funds

ND Energy Grant

Grant approved and accepted
First reimbursement received (\$50,000)

Ergonomic Grant

Awarded \$21,000 in a 75/25 match, requests approved and in the ordering process

RTP Grant

Not selected in 2026 cycle

Marathon Grant

\$22,000 for Heart River Trail
AWARDED and funds received

Rural Health Transformation Grant

Working with the Dickinson Public Schools District on a proposal, complete
Requested \$300,000 per year for 5 years

Upcoming Schedule:

August 3: Administrative Leadership Team Meeting
August 3: Board Meeting/Preliminary Budget
August 5: Corporate Cup
August 10-16: WRCC Clean Week
August 11: Employee Appreciation Lunch
August 17: Operations Leadership Meeting
August 25: Annual Chamber Banquet
August 28: Executive Team Meeting
August 31: Administrative Leadership Team Meeting
September 7: Labor Day, DPRD Office Closed
September 14: Board Meeting/Budget Public Hearing

September 15-17: NDRPA Conference @ Dickinson
September 21: Operations Leadership Meeting
September 25: Executive Team Meeting
September 28 – October 1: NRPA Annual Conference @ Philadelphia

11. PUBLIC COMMENT PERIOD (NO ACTION)

12. BOARD COMMENTS (NO ACTION)

13. ADJOURNMENT