

Park Board Meeting

October 5, 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, October 5, 2026, at the West River Community Center.

ROLL CALL: Commissioners Tim Daniel, Zach Keller, Nic Stevenson, Zach Jahner were present. Also, present were Executive Director/Clerk Benjamin Rae, Recreation/Facilities Manager Andrew Grafton, and Administrative Manager Leah Hoenke. Commissioner Tyler Tucker was absent.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

APPROVAL OF AGENDA: MOTION: Nic Stevenson; SECOND: Zach Jahner to approve agenda as presented. The vote was carried by unanimous voice vote.

CONSENT AGENDA

Consent agenda items were presented for approval as follows. Meeting minutes from September 14 and the Claims in the amount of \$813,008.70. MOTION: Zach Keller; SECOND: Nic Stevenson to approve the consent agenda items as presented. The motion was carried by unanimous voice vote.

2027 BUDGET APPROVAL

Resolution for Increased Levies – MOTION: Nic Stevenson; SECOND: Zach Keller to approve the Resolution for Increased Levies for the 2027 Budget. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

Certificate of Levy – MOTION: Zach Jahner; SECOND: Nic Stevenson to approve the Certificate of Levy for the 2027 Budget. 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 updated on Friendship Park shelter being put up as we speak. Golf course filter was put in and running. Practice green project started leveling and shaping practice green. Will be seeded and set dormant until spring. He updated the board on truss project at golf course maintenance shop.

RECREATION/FACILITIES

Deputy Director Report – Director Caleb Burgard provided a written report for informational purposes. He was absent. Recreation/Facilities Manager Andrew Grafton was present to speak on Caleb's behalf. There was nothing else to add to the report but asked if there were any questions. President Tim Daniel asked about the status on the steam room. Andrew said the part has arrived and will update the board on the date of install.

RFP for ATM Services – Manager Andrew Grafton reviewed the RFP for ATM services at all four facilities. He said it has been reviewed by legal counsel and staff recommends approval of proposal documents. Benjamin added that we reviewed the surcharge amount to make sure it is of industry standard. MOTION: Zach Keller; SECOND: Zach Jahner to approve RFP for ATM Services. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

BUSINESS/FINANCE

September Financial – Executive Director Benjamin Rae commented that we are looking good to make budget amounts in 2026 but won't see revenue excess that we have seen in past years. This year we will be trending around \$200,000 where last year we had an excess of \$500,000. MOTION: Nic Stevenson; SECOND: Zach Janer to approve the September financial as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

2025 Audit Report – Executive Director Benjamin Rae said that we had a different auditor this year that was more thorough in different areas. Ultimately the findings were that our financial records are in order. He said that they did leave two notes that are the same as past years. We don't prepare our own financial statement for modified cash basis, that is done by the auditor, and the other note was on segregation of duties. Director Rae stated that we have put things in place to segregate duties within our staff, but the auditors still felt like it needed to be noted. He feels confident where we are as a staff in our separation of duties. Overall, a positive report and is a testament to Finance/HR Manager Patty Riely in keeping our reports in order. Director Rae said we are required by the state to complete a yearly audit because we are over the threshold dollar amount; it is a full audit each year. Commissioner Nic Stevenson asked what the consequences are if we fall short on any audit. Director Rae clarified that the auditors are not saying there are corrections needed but making note that there are areas of material weakness which could be an opportunity for issues, not saying that there is an issue. MOTION: Zach Keller; SECOND: Zach Jahner to accept the audit findings as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

2027 Administrative Calendar – Executive Director Rae noted a few changes on the administrative calendar where we separated the budget and executive team meetings. He also noted a few dates that were moved up to the first week

instead of the second due to specific deadlines and conflicts. MOTION: Zach Jahner; SECOND: Nic Stevenson to approve the 2027 Administrative Calendar. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

RFP for Investment Review and Renewal – Executive Director Benjamin Rae reviewed and provided investment rates from financial institutions. He recommends that we invest \$500,000 in a 6-month CD, \$500,000 in a 12-month CD and \$500,000 in a 2-year CD with the highest rate from Dakota Community Bank & Trust. He said the caveat in motion should be if rates hold as of October 12th when our current CD comes due. Benjamin explained that some funds will come from the general fund, reserve fund, emergency fund and future projects fund. When we take interest out, we put back into the future projects and park land development fund. MOTION: Zach Keller; SECOND: Zach Jahner to approve investing \$500,000 in a 6-month CD, \$500,000 in a 12-month CD and \$500,000 in a 2-year CD with Dakota Community Bank & Trust provided the rates hold as of October 12, 2026. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

RFP for HRGC Food and Beverage Services – Executive Director Rae reviewed and said he believes there are multiple entities who will submit a proposal. He explained that it was recommended by legal counsel that we put exact term numbers which is the initial lease of 4 years with opportunity to renew for 3 additional 2-year periods. Director Rae wanted to point out that the rent will be \$25,000 per year with \$1,000 increase per year through length of contract. We are trying to balance and create opportunities for revenue to the park district to help operate the course more efficiently. He said he would like feedback from board on interviews and if the full board would like to be involved. Discussion followed and the consensus was that all board members should be involved in the interview process. Director Rae also said we are writing in to the contract that our foundation has first right of refusal for the charitable gaming proceeds, giving us the power to make that decision on an annual basis. Discussion followed on the gaming side of things. MOTION: Zach Jahner; SECOND: Zach Keller to approve the RFP for HRGC Food and Beverage Services as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

Executive Director Report – Executive Director Benjamin Rae provided a written report for informational purposes. He added and handed out a design from the Dickinson Clay Target Club regarding plans to remove existing locations and move them to add in a total of six locations for target shooting and a tower. This is just informational only and the club plans on funding themselves. This fits well into our plan to improve outdoor recreational opportunities and partnerships. He also reminded the board of the workshop on October 19 and said there are user group meetings tonight regarding the city's plans for additional one percent sales tax that is being proposed.

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

BOARD COMMENTS (NO ACTION) – Commissioner Nic Stevenson asked when the Fairway Street entrance will re-open. Scott Mack said it will be 7 days from when they poured the concrete, he believes it will be sometime this week. Tim Daniel asked Benjamin to review awards at the conference. Director Rae reported that Hannah Pepich received the young professional award and Austin Boepple received a professional development scholarship. He also commented that there was positive feedback received from conference attendees with only negative feedback about the hotel venue, and lack of space for a large-scale event. He said there was a phenomenal job done by staff who went above and beyond. President Daniel said the individual awards need to be thanked and recognized and believes it is a testament to what we do.

Adjournment – MOTION BY: Nic Stevenson; SECOND BY: Zach Keller to adjourn the meeting 4:54 pm. All aye, motion carried.

PREPARED BY:
CLERK

APPROVED BY: