Park Board Meeting

November 9, 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, November 9, 2026, at the West River Community Center.

ROLL CALL: Commissioners Tim Daniel, Tyler Tucker, Nic Stevenson, 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: Executive Director Benjamin Rae stated that we have an addition to the agenda. He asked that a special appearance we added with representatives from Vocational Rehabilitation present. President Tim Daniel asked for a vote to approve agenda with adding the special appearance. MOTION: Nic Stevenson; SECOND: Tyler Tucker to approve the agenda with the special appearance addition of Vocational Rehabilitation. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Keller). Motion carried.

SPECIAL APPEARANCE

Jolene Rod and Garreth Kerr from Vocational Rehabilitation. Jolene Rod announced that Dickinson Parks and Recreation was nominated and received two awards that they would like to present today. Garreth Kerr read aloud the first award which was the “You make a difference award”. Jolene Rod presented the second award which was the VR Business Award. Facility Supervisor Heidi Kirkpatrick and Facility Supervisor-Aquatics Austin Boepple were present to accept the awards. Both awards were presented to DPRD for providing inclusive work experiences and employment support to individuals with disabilities.

CONSENT AGENDA

Consent agenda items were presented for approval as follows. Meeting minutes from October 5 and October 19 and the Claims in the amount of $2,377,337.12. President Tim Daniel entertained a motion. MOTION: Tyler Tucker; SECOND: Nic Stevenson to approve the consent agenda items as presented. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Keller). Motion carried.

PARKS/GOLF MAINTENANCE

Director of Parks/Golf Maintenance Report – Director Scott Mack provided a written report for informational purposes. Director Mack updated that the greens were hydro mulched for winter and staff started blowing out irrigation this week at HRGC. President Tim Daniel commented that he’s received good comments on the trail behind Gress Softball Complex to fix the trail issues. Executive Director Benjamin Rae stated that this met a need that was directly called for by the community.

RECREATION/FACILITIES

Deputy Director Report – Director Caleb Burgard provided a written report for informational purposes. Director Burgard added an update on the steam room, saying they were able to get the contractor in sooner than anticipated and were on site Thursday, with electrical finishing today. We are still waiting on fittings. He anticipates within a week’s time we’ll have those fittings installed and the steam room up and running.

ATM Services Bid Approval – Deputy Director Caleb Burgard stated that we received one proposal which was from the existing provider. He recommends approving the Badlands Card Systems, LLC proposal. MOTION: Nic Stevenson; SECOND: Zach Jahner to approve the ATM Services bid from Badlands Card Systems, LLC. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Keller). Motion carried.

BUSINESS/FINANCE

October Financial – Executive Director Rae stated that the general fund is in healthy condition. WRCC is up more in expenses but still thinks we are in a good position. He recommended approval of the October financial. MOTION: Tyler Tucker; SECOND: Zach Jahner to approve the October financial as presented. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Keller). Motion carried.

3rd Quarter Financial Review – Executive Director Benjamin Rae presented the 3rd Quarter Financial Review as of September 30, 2026. Overall revenues are slightly below the prior year, while several areas continue to perform well. The West River Ice Center remains relatively consistent when accounting for the timing of prior-year revenue. Heart River Golf Course revenue and rounds were down from last year's record pace but remain strong compared to previous years and are expected to outperform the 2026 budget. Patterson Lake experienced increased camping and daily pass activity, with a strong summer helping offset a slower start to the season. At the West River Community Center, pass revenue increased, while personnel expenses rose primarily due to expanded pool programming. Administrative costs decreased as more cleaning services were brought in-house. Membership remains strong in the mid-6,000 range following efforts to remove inactive memberships. The outdoor pool also had a very successful season, with revenue increasing approximately 50% and attendance benefiting from favorable weather. Park shelter reservations declined, primarily due to construction limiting reservations at Jaycee Park and lower demand at Eagles Park. Strong interest in Friendship Park supported the district’s investment in an additional pavilion, which will allow expanded reservations next year. The presentation was informational only, and no Board action was taken.

Pay Application #9 – Executive Director Rae presented the final pay application for renovation at WRCC, saying there are a few items to be touched up but have been noted in the warranty work. He is comfortable with releasing this payment. He stated that we will revisit at the one-year mark to make sure there are no issues. MOTION: Nic Stevenson; SECOND:

Tyler Tucker to approve WRCC Renovation Pay Application #9 in the amount of $70,821.22. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Keller). Motion carried.

Revised 2027 Admin Calendar – Executive Director Rae explained that due to the payroll change of moving to bi-weekly payroll that required updates on last month's approved admin calendar. He also updated the February Park Board meeting due to a change of schedule. MOTION: Zach Jahner; SECOND: Tyler Tucker to approve the revised 2027 Administrative Calendar. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Keller). Motion carried.

Quit Claim Deed for Lot 27A – Executive Director Rae reviewed and stated that under the Joint Powers Agreement approved by the Board of Park Commissioners in July 2026 to divide Lot 27 of the Washington 4th Addition, located on 10th Avenue East, Casey Homiston prepared an irregular plat creating Lots 27A and 27B. The plat was recorded with Stark County as Document No. 3194324. Based on that recorded plat, the Quit Claim Deeds have been prepared to transfer ownership of Lot 27A to the City of Dickinson, while the Park District retains ownership of Lot 27B. Legal counsel for both the City of Dickinson and the Park District has reviewed the Quit Claim Deeds and he recommended approval. MOTION: Nic Stevenson; SECOND: Zach Jahner to approve the Quit Claim Deed for Lot 27A as presented. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Keller). Motion carried.

Quit Claim Deed for Lot 27B – MOTION: Nic Stevenson; SECOND: Zach Jahner to approve the Quit Claim Deed for Lot 27B as presented. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Keller). Motion carried.

RFP for Equipment Financing – Executive Director Benjami Rae stated that this RFP for equipment financing is for turf maintenance equipment purchases that had previously been approved. MOTION: Tyler Tucker; SECOND: Zach Jahner to approve the RFB for Equipment Financing as presented. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Keller). Motion carried.

2027 Project Approval – Executive Director Rae reviewed the project list for 2027, items were reviewed at our workshop in October and he feel comfortable where the numbers are and recommends approval. MOTION: Tyler Tucker; SECOND: Zach Jahner to approve the 2027 projects as presented. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Keller). Motion carried.

HRGC Food & Beverage Proposal Approval – Executive Director Benjamin Rae reviewed the RFP process for HRGC Food and Beverage Services. Three proposals were received from Tee'D Up, All In at the Turn, and Green 19, with interviews conducted on November 4. All proposals met the RFP requirements and presented strong visions for future food and beverage operations. Staff recommended approval of the Green 19 proposal and authorization to enter into contract. Board members noted that all three proposals and interviews were strong, with very close scoring. They expressed appreciation to each business for participating and to staff for their work throughout the process, noting that the selection was a difficult decision. MOTION: Nic Stevenson; SECOND: Zach Jahner to award HRGC Food & Beverage Services to Green 19. Roll call vote: Ayes-3; Nayes-1 (Tucker); Absent-1 (Keller). Motion carried.

RFP for Vehicle Purchase – Executive Director Benjamin Rae said as part of our equipment purchases for 2027, we have a vehicle to purchase that is over the $50,000 threshold and this is a request for proposals for a vehicle purchase with specifications attached. MOTION: Tyler Tucker; SECOND: Zach Jahner to approve the RFP for vehicle purchase as presented. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Keller). Motion carried.

Executive Director Report – Executive Director Benjamin Rae provided a written report for informational purposes. He noted that we have the Dec. 3 Biennial Legislative Workshop and Governor's Budget presentation in Bismarck, he plans to attend and invited board members to attend as well. He also mentioned the staff Christmas party on Dec. 4.

PUBLIC COMMENT PERIOD (NO ACTION) – Lexi Duchsherer, the head coach of the Dickinson Dolphins Swim Team addressed the Board regarding the program's continued growth and need for additional pool space. She reported that participation has increased 46 percent, with enrollment approaching 200 swimmers. Limited lane availability has made scheduling practices and hosting meets increasingly challenging, and she noted that an additional eight lanes would be optimal for future growth. Shaun Lubken, was present as a Dickinson High School boys swim team parent, also discussed facility limitations, including the inability to accommodate long-course swimming. Both programs expressed a desire to be included in future discussions regarding aquatic facility needs and planning. President Tim Daniel acknowledged the continued growth of the community and local swimming programs. It was noted that staff is monitoring facility usage and that feedback from user groups is important as future needs are evaluated. The Board encouraged continued communication with staff regarding both short- and long-term needs. In response to questions regarding future facilities, it was stated that no formal decisions have been made. Commissioner Nic Stevenson encouraged the swimming organizations to remain involved in future discussions and to work with staff to identify potential short-term solutions, partnerships, and fundraising opportunities that could help address current space limitations.

BOARD COMMENTS (NO ACTION) – Commissioner Tyler Tucker commented that he appreciated the opportunity to be a part of the HRGC food and beverage interviews, it was very helpful with a lot of good conversation.

Adjournment – MOTIONED BY: Nic Stevenson; SECOND BY: Tyler Tucker to adjourn the meeting at 4:26 pm. All aye, motion carried.

PREPARED BY: APPROVED BY: