

Park Board Meeting

April 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, April 13, 2026, at the West River Community Center.

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

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

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

Consent Agenda:

March 2 and March 9 meeting minutes, Claims in the amount of \$819,367.07, along with user group agreements for Gress Softball Complex Concessions Agreement and Dickinson Soccer Club Agreement were presented for approval. MOTION: Nic Stevenson; SECOND: Zach Keller to approve the consent agenda items as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Daniel). Motion carried.

PARKS/GOLF MAINTENANCE

Director of Parks/Golf Maintenance Report – Director Scott Mack provided a written report for informational purposes.

RECREATION/FACILITIES

Deputy Director Report – Director Caleb Burgard provided a written report for informational purposes. Director Burgard added big ticket items that were unforeseen and were a safety and public health component. Heat exchanger tied to Studio C that needs replacement at \$20,000, lazy river pump and motor \$35,000 and additional pump and motor for play structure. Another item is the football league, and upon further review we feel it is in our best interest to hold off on an agreement until further notice due to team and ownership issues. Park Board consensus was that they agree that we do not pursue an agreement with the current team. Director Burgard stated that the league commissioner has said they are still interested in this area for a future team.

Nic Stevenson temporarily stepped out of meeting.

Racquetball Court Conversion Amendment – Deputy Director Caleb Burgard reviewed the racquetball court conversion to fitness space and said the staff recommendation is to approve adding additional funds to move forward with the Viking Glass quote of \$4,850 to add mirrors in the converted space. MOTION: Zach Keller; SECOND: Tyler Tucker to accept the additional project dollars in the amount of \$4,850 for the Racquetball Court #1 Conversion project. Roll call vote: Ayes-3; Nays-0; Absent-2 (Daniel/Stevenson). Motion carried.

BUSINESS/FINANCE

WRCC Pay Application #5 – Executive Director Benjamin Rae presented the fifth pay application for community center renovations. MOTION: Tyler Tucker; SECOND: Zach Keller to approve the WRCC Renovation Pay Application #5 in the amount of \$90,246.37. Roll call vote: Ayes-3; Nays-0; Absent-2 (Daniel/Stevenson). Motion carried.

January/February Financial Revision – Executive Director Benjamin Rae explained an error was made in populating our financial accounting software from the budget request spreadsheet in which \$1,250 in budgeted revenue was not entered into the accounting software. This error caused the budget for revenue to be lower by \$1,250 perpetuated through the January 2026 and February 2026 financial reports for the overall fund balance and WRCC fund reports. The oversight does not impact on actual revenue received or any expenses. The correction was made prior to the March 2026 financial reports being completed. MOTION: Zach Keller; Tyler Tucker to approve January/February Financial Fund Balance revisions. Roll call vote: Ayes-3; Nays-0; Absent-2 (Daniel/Stevenson). Motion carried.

March Financial – MOTION: Tyler Tucker; SECOND: Zach Keller to approve the March Financial. Roll call vote: Ayes-3; Nays-0; Absent-2 (Daniel/Stevenson). Motion carried.

First Quarter Financial Presentation – Executive Director Benjamin Rae gave a presentation on the first quarter as of March 31.

- Total fund balance: \$6.43M, up \$891K since Jan. 1
- General Fund: \$1.0M surplus, balance now \$2.4M (revenues well ahead of expenses)
- WRCC: (\$101K) operating loss, typical early-year seasonal pattern. Memberships have stabilized over past 3 years.
- 2027 Budget Committee Strategies: Mill levy review, fee review, staffing/benefits review, debt monitoring, focus on a balance of maintenance/replacement of existing infrastructure and new infrastructure and focus primarily on grants, donations, and partnerships for new infrastructure.

Patterson Lake Hay Bid Documents – Executive Director Rae reviewed and said he is trying to balance the needs of our community; we received public comments from habitat supporters along with haying contractors. Staff recommend the following adjustments to the Patterson Lake Haying bid documents: Remove Tract A from the haying and mowing contract effectively removing 5% of available Tracts. Adjust the start of mowing date from July 10th to July 15th. Give the contractors the option to only mow 50% of the Tract per year. With these adjustments, the staff recommends approval of the Patterson Lake Hay Bid Documents.

MOTION: Tyler Tucker; SECOND: Nic Stevenson to approve hay bid documents with the recommended changes. Roll call vote: Ayes-4; Nays-0; Absent-1 (Daniel). Motion carried.

Resolution for the Sale of Undeveloped Property – Executive Director Benjamin Rae reviewed the undeveloped property at the location of 7th Avenue East and 4th Street East. The property described in the Resolution has been in District ownership since 1982 with a previous attempt to sell the property in 1986. The property, which is currently designated park land, is close to other District parks and it is unlikely that the property would ever be utilized as a park. The parcel is in a residential area and is zoned R-1, low density residential. Currently, the property is maintained by the Park District (mowing). Staff recommend a minimum bid of at least \$75,000 based on other comparable lots in the community. MOTION: Nic Stevenson; SECOND: Zach Keller to approve the Resolution for the Sale of Undeveloped Property #6. Roll call vote: Ayes-4; Nays-0; Absent-1 (Daniel). Motion carried.

Undeveloped Property #6 Sale of Bid Documents – Executive Director Rae reviewed and recommended approval. MOTION: Zach Keller; SECOND: Tyler Tucker to approve the Request for Bid documents for the sale of Undeveloped Property #6. Roll call vote: Ayes-4; Nays-0; Absent-1 (Daniel). Motion carried.

Leisure Pool Flooring Bid Documents – Executive Director Rae stated that this was approved by the board as part of 2026 projects. MOTION: Zach Keller; SECOND: Nic Stevenson to approve the WRCC Leisure Pool Flooring bid documents. Roll call vote: Ayes-4; Nays-0; Absent-1 (Daniel). Motion carried.

Executive Director Report – Executive Director Benjamin Rae provided a written report for informational purposes. He added that he has been working closely with Dickinson Public Schools on the Rural Health Transformation Grant that is open to the State of North Dakota and said that the RTP grant was submitted. He said we have been working with the City on the East Broadway Dam and trail improvements, that project has been moved back a year and that opened up a window for the RTP grant.

Public Comments Period (No Action) – Carter Fong was present and said Executive Director Benjamin Rae will speak at the town hall public forum. Daniel Duletski was also present and said he is running for a seat on the Park Board.

Board Comments (No Action) – No further board comments.

Adjournment – MOTIONED BY: Nic Stevenson; SECOND BY: Tyler Tucker to adjourn the meeting at 4:20 pm. All aye, motion carried.

PREPARED BY:
CLERK

APPROVED BY:
PRESIDENT