

Park Board Meeting

June 8, 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, June 8, 2026, at the West River Community Center.

ROLL CALL: Commissioners Tim Daniel, Tyler Tucker, Zach Keller, were present. Also, present were Executive Director/Clerk Benjamin Rae, Deputy Director Caleb Burgard, Aimee Kittleson, and Marketing Supervisor Kara Visger. Commissioner Nic Stevenson was absent.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

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

SPECIAL APPEARANCE – Andrew Grafton – 10 Year recognition. Recreation/Facilities Manager Andrew Grafton was presented with his 10 years-of-service award.

PRESENTATION – City of Dickinson

Dustin Dassinger, City Administrator, presented to the board a potential project in partnership with the district for a new fire station on the parcel of land on 10th Ave E surrounding the water tower. Dustin referenced land by Jaycee Park that would be transferred in conjunction with the dam replacement. This would eliminate safety concerns around the dam by creating a rock structure with a park accessible to all. Dustin mentioned that the project is essentially a land swap. President Scott Karsky said Jaycee Park is a great location and could become a destination park. Commissioner Zach Keller agreed, stating it would be an excellent area for this type of development. President Scott Karsky encouraged the group to continue pursuing the project. Dustin is currently working on a JPA for the land agreement. Discussion also included what would happen to the existing trees and what the district would do with the land. Executive Director Benjamin Rae mentioned the possibility of a splash pad and a park. President Scott Karsky noted that the trees currently on the site were planted by the Boy Scouts in 1985 and expressed that he would like to see the trees remain in place.

CONSENT AGENDA

Consent agenda items were presented for approval as follows. Meeting minutes from May 11, Dickinson Pickleball Agreement and Claims in the amount of \$795,221.15.

MOTION: Tyler Tucker; SECOND: Tim Daniel to approve the consent agenda items as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

PARKS/GOLF MAINTENANCE

Director of Parks/Golf Maintenance Report – Director Scott Mack was absent. Park Maintenance Foreman Aimee Kittelson was present and added that irrigation filter installation for the golf course is scheduled to be on-site September 21. She also noted that 26 trees were planted on the golf course today.

RECREATION/FACILITIES

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

Director Caleb Burgard added that he is very grateful to Andrew Grafton, noting that he embodies the qualities the district strives for in its staff and expresses appreciation for everything Andrew has done for the district.

The maintenance staff has stepped up significantly despite losing several team members. Over the past month, the district lost two full-time maintenance employees, one at the ice center and one at the WRCC. Facility Maintenance Manager Steve Wiesing has taken on additional responsibilities and has helped keep operations running smoothly. Staff also noted that the outdoor pool opened on schedule, and Marvin Dahl did an excellent job winterizing and closing the pool last fall.

Fee Schedule Review – Director Caleb Burgard reviewed the proposed fee schedules, noting that they are currently staff recommendations and are for discussion purposes only and will be brought forward for approval in July. He asked the Board if there were any questions, and none were raised. Director Caleb Burgard outlined several proposed program and fee changes. Aquatics will add a CPR and First Aid course, while the Learn to Belay class fee may rise to \$20 due to increased staffing. Patterson Lake's daily vehicle fee is proposed to increase from \$4 to \$5, while softball and curling league fees would also rise to cover higher costs. At the WRIC, staff suggest new and higher pricing, including a \$110 birthday package and \$120 per hour for private ice rentals, which are frequently used. Additional fee increases are proposed for local hockey groups. Due to the strain of hosting baseball tournaments, new tournament fees are planned. Lastly, staff recommended keeping the swim team's current \$5 lane usage fee rather than switching to a flat rate.

Green 19 Fees: We are proposing that next year we charge \$15,000 per year for rent, knowing this fall we are bidding it out.

HRGC Fees: Staff and commissioners reviewed proposed 2027 HRGC fee changes and requested an audit for comparison purposes. Increases were discussed for GHIN memberships and golf cart storage due to rising costs. Tournament fees, including the potential for a flat fee structure for the Heart River Shootout, were also considered. Commissioner Zach Keller asked what percentage of season pass holders currently utilize golf cart storage. It was noted that there is currently little incentive for golfers to store their carts at the course. Executive Director Benjamin Rae commented that the course would likely generate more revenue if personal carts were not allowed. Concerns were raised about a higher proposed family membership increase, and a request was made to compare rates with state averages.

WRCC Memberships: The fee schedule was reviewed, and Director Caleb Burgard expressed that they would like to keep fees at their current levels. Director Caleb Burgard stated they are comfortable with the current cost recovery model and are concerned about the public's perception of increasing fees following recent renovations. Commissioner Zach Keller

commented that it is a difficult situation because patrons often do not notice when fees remain unchanged, but they immediately notice when increases occur. Commissioner Keller also discussed the balance between tax support and user fees, noting that a 14% increase in maintenance costs must be taken into consideration. He emphasized the importance of monitoring how funds are used and stated that he would understand placing more of the financial burden on users given the growing maintenance needs of the facility.

Strategic Plan Update – Deputy Director Caleb Burgard reviewed the status of the Strategic Plan.

1. Staff Development and Organizational Improvement – Ongoing
Leadership training opportunities have been offered through webinars and maintenance institutes. Customer service implementation efforts are also underway, with Mike scheduled to lead customer service development training next week. New technology for work orders, including the Helix system, has improved communication among staff. Regarding NPRA CAPRA accreditation, Executive Director Benjamin Rae has taken the lead on the process, and the district is currently in the preliminary stages of preparation ahead of applying next year.
2. Community Outreach and Recreation Planning – Ongoing
Staff continue to meet with the high school regarding regulatory matters, and a Rural Health Grant is currently in progress. The district is also continuing to work with the Foundation to request funding support for recreational needs and projects. A community recreation survey is currently live, and focus groups are in the process of being conducted to gather additional public input.
3. Facilities, Maintenance, and Capital Improvements – Ongoing
As part of the 2027 budget planning process, staff reviewed the five-year Capital Improvement Plan (CIP) for the WRIC and identified opportunities to take a more proactive approach to facility maintenance needs. Discussions have also taken place with the City regarding park desert areas and coordination with the fire department. Staff continue working to secure grant funding opportunities.
At Heart River Golf Course (HRGC), plans include expanding facilities and making improvements to the course.
4. Partnerships – Ongoing
Director Caleb Burgard discussed adopting a trade policy to help strengthen partnerships and community involvement.
5. Trails and Recreation Space – Ongoing
Director Caleb Burgard discussed improving trail usage and connectivity. Meetings have also taken place with the soccer club regarding the use of space at Patterson Lake. Director Caleb Burgard noted the importance of presenting strategic plan updates and progress to the Board more frequently. Commissioner Zach Keller asked about plans and usage for Hewson Park. Director Caleb Burgard indicated that approximately two acres of land are being considered for soccer club usage beginning in the spring of 2027.

BUSINESS/FINANCE

WRCC Pay Application #7 – MOTIONED BY: Tyler Tucker SECOND: Zach Keller to approve the WRCC Pay Application #7 in the amount of \$224,509.50. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson).

May Financial – MOTIONED BY: Zach Keller; SECOND: Tim Daniel to approve the May Financials as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

2027 Budget Requests– Provided for review in preparation for the 2027 preliminary budget.

Leisure Pool Flooring Acceptance – Last month we did not receive any bids. We now have received two proposals for two very different products, Western Edge Resin Solutions, LLC and TMI Coatings, LLC. Biggest concern with Western Edge Resin Solutions, LLC is a 3/8-inch lip around doorways and drain edges with patrons would be a trip hazard. The other product is lower profile and lower cost like the product in the locker rooms and existing pool flooring. The staff recommends approval of the TMI Coatings, LLC proposal for epoxy resin flooring to include alternate #1 in the amount of \$135,000. MOTIONED BY: Tim Daniel; SECOND: Zach Keller to approve TMI Coatings, LLC proposal for epoxy resin flooring to include alternate #1 in the amount of \$135,000. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

Executive Director Benjamin Rae Report – Executive Director Benjamin Rae noted that no bids were received for the property sale, and additional work will be needed before bringing the matter back for consideration. He also gave recognition to Curtis Everson, Golf Superintendent, for his dedication and hard work after a line broke at the golf course. Curt remained on-site until 10:00 pm working through the issue and waiting for the contractor and did an excellent job over the weekend to ensure the problem was repaired. The use of the CMAR for future projects was discussed to improve efficiency and help projects move forward more quickly once approved. Staff are also continuing to work on land donations on the north side of town, identifying it as an area of need within the district.

Adjournment – MOTIONED BY: Tyler Tucker; SECOND BY: Tim Daniel to adjourn the meeting at 4:44 pm. All aye, motion carried.

PREPARED BY:

Signature: Benjamin Rae
Benjamin Rae (Jul 16, 2026 11:20:47 MDT)

Email: brae@dickinsonparks.org

APPROVED BY:

Signature: Tim Daniel
Tim Daniel (Jul 16, 2026 06:30:15 MDT)

Email: tdaniel@dickinsonparks.org

6-8-26-PB-minutes

Final Audit Report

2026-07-16

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