

**Park Board Meeting
November 4, 2024**

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Regular Meeting at 4:00 pm on Monday, November 4, 2024, at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Karsky, Tim Daniel, Zach Keller, Tyler Tucker. Also, present were Executive Director Benjamin Rae, Director of Buildings/Grounds Craig Pearson, Director of Recreation/Facilities Caleb Burgard, and Clerk Leah Hoenke. Commissioner Nic Stevenson was absent.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

APPROVAL OF AGENDA: MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the agenda as provided. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

CONSENT AGENDA – Consent agenda items were presented for approval as follows: Meeting minutes from October 4 and October 21; October Claims of \$534,748.13; and monthly Pledged Securities. MOTIONED BY: Tyler Tucker; SECONDED BY: Tim Daniel to approve the consent agenda items as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

BUILDINGS/GROUNDS

Director of Buildings/Grounds Report – Director Craig Pearson provided a written report for informational purposes and said Roers continued its work on the WRCC stairwell today. He had nothing new to report.

Cleaning Services Proposal – Executive Director Benjamin Rae reviewed the RFP for cleaning services and said the proposal deadline was October 31. Received proposals from Heart River Cleaners and Spicer's Contracting. He stated that we wanted to be able to check references and make sure the companies can complete the job. Both companies met the criteria we were looking for and we as a staff recommend approving Heart River Cleaners to continue cleaning services for 2025 as the low bidder of a total of \$116,726.20. Director Rae said that this locks us in only for 2025 and will be reviewed again next year. Discussed followed on the hours and work that is required. MOTIONED BY: Tyler Tucker; SECONDED BY: Zach Keller to approve the proposal from Heart River Cleaners as recommended by staff. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

RECREATION/FACILITIES

Director of Recreation/Facilities Report – Director Caleb Burgard provided a written report for informational purposes. He commented that Heart River Golf Course saw an exceptional year. He said WRCC looks strong and will keep an eye on it for the next two months. For memberships, keep in mind that we worked with Deputy Chief Hanson for memberships for sworn officers, 102 taking advantage of free memberships, still up 139 annual members year to date. The WRIC Ice Scream Party had the second highest record attendance at 641. Commissioner Zach Keller asked about October rounds at HRGC asking what the split of member vs. daily rounds is. Director Caleb Burgard said 33 percent were daily green fee rounds for the month of October. Discussion followed.

BUSINESS/FINANCE

October Financial – MOTIONED BY: Zach Keller; SECONDED BY: Tyler Tucker to approve the October financial as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

3rd Quarter Financial Review – Executive Director Benjamin Rae presented the third quarter financial review, numbers reflect as of September 30, 2024. Based on last year, we are up \$400,000 in revenue, coming from a variety of sources, holding consistent on revenue vs. expenses going into last quarter of year. He showed the financial from Patterson Lake, saying we had a couple of lot sales this year. There was a difference of 70 visits lower than last year, but had more season pass sales and revenue was up slightly. Camping has been fairly even year to year. Director Rae then reviewed the West River Ice Center showing the building is averaging at a loss of \$100,000. He expects to see a little less in expenses continuing forward. For Heart River Golf Course revenue is up \$39,000 over the previous year. Pro shop sales are down but net is in the range we would expect. Season pass totals were 765, compared to 751 in 2023 and 680 in 2022. Driving range passes were at 178, compared to 131 and 99 in 2023 and 2022. Golf rounds were just shy of 29,000 total rounds in 2024, which is the highest rounds recorded, second highest was in 2012 at 27,456. Executive Director Benjamin Rae then reviewed the West River Community Center financials showing revenue and expenses were matched across the board. For annual passes we are up \$100,000, 5 percent in growth of annual revenue. The 3-month memberships were down slightly compared to 2023 and 2022. He showed the visitation revenue at the outdoor pool, it was not a good year at the pool showing admissions revenue at \$55,568 compared to \$75,679 in 2023 and \$86,667 in 2022. He said the pool was open less days due to mechanical issues and that is reflected in concessions revenue as well. Director Rae stated that we need to make sure the infrastructure is there and get more lifeguards committed to the schedule to help with max capacity issues. We'll need to be more aggressive with our expectations of the staff. He went on to review park reservations, showing a small overall amount of revenue. He showed the lots sales for Patterson Lake, breakdown of expenses. As of today, we have zero outstanding expenses toward lot sales and zero dollars owed to the Bureau of Reclamation. Commissioner Zach Keller asked about the ice center, do we have in revenue a breakdown of lease revenue, skate revenue, and other breakdown. Director Rae said that is reflected in the monthly financials and stated that we are up in all revenue areas compared to previous year. He said utilities are up about \$30,000, which is the biggest expense we have. He also said that the only time we break even on revenue vs. expenses is on summer ice. We are subsidizing the ice rink about \$100,000 per year. Discussion followed.

Trap Club Building – Executive Director Rae said he was approached by Lane Dukart regarding the Trap Club. The Trap Club operates on property owned by Dickinson Parks and Recreation. The club would like to construct a building on the property which is within the bounds of the current agreement with the Trap Club. The building would consist of a meeting space, commercial kitchen and restrooms. It would also have a parking lot adjoining 115th Ave which could be utilized by individuals using the Crooked Crane Trail. Director Rae showed the area on the site plan. He said the building would be wholly funded and operated by the Trap Club. We anticipate that to secure funding and a building permit the Dickinson Parks and Recreation District will need to supply a letter to the trap club giving permission. The staff recommends approval for the trap club to construct a building on Dickinson Parks and Recreation property to support the activities of the Trap Club. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the approval for the Trap Club to construct a building on Dickinson Parks and Recreation property and to support the activities of the Trap Club. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

Hillside Park Land Lease Amendment – Executive Director Rae reviewed a lease amendment for Hillside Park Land Lease. He said in 2006, Hillside Baptist Church and the Dickinson Parks and Recreation District signed an agreement for the use of a portion of the property to be used for a public park – Hillside Park. In 2025, the property will be subject to a special improvement district to add a sidewalk to the property. Whereas, the property is being used as a public park, Hillside Baptist does not believe they should have to pay for the improvements. I met with the City of Dickinson and leaders from Hillside Baptist and came to a compromise. The City will pay for the improvements if Hillside Baptist would amend their land lease agreement with Dickinson Parks and Recreation to ensure the park would remain public for at least the next 5 years. As there are no plans for the property to be anything but a public park, all parties agree that an amendment should be made. The staff recommends approval of the amendment to the Hillside Park Land Lease Agreement. MOTIONED BY: Tyler Tucker; SECONDED BY: Zach Keller to approve the Amendment to Land Lease Agreement between Hillside Baptist Church and Dickinson Parks and Recreation District. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

Executive Director Report – Executive Director Benjamin Rae provided a written report for informational purposes. He added that the outdoor pool work is in the process of being completed. He stated that he moved back the Stanski bids, that information will be provided at the December meeting and said Twin City roofing will be on site this week to do additional roof work. Director Rae also discussed the naming of parks. He said we have named parks for various things and have an organizational approach towards maintenance of a local park. He added that we won't allow it to be in a park that is already named, but we have other parks that changing the names would not be significant. He wants to make sure the board doesn't have any issues with the naming rights of parks. Discussion followed. Director Rae gave an example of Kiwanis Park, enhancements were made due to that naming and said he does not see a downside of naming and that it could help lessen the burden on the tax payer. Commissioner Tim Daniel said we could be behind on the trend, and it will benefit all the community. More discussion followed. Benjamin said as we grow our Adopt-a-Park program, we want to recognize people or business giving back to the park. He said he will bring it back to the board at a later date.

Adjournment – MOTIONED BY: Zach Keller; SECONDED BY: Tyler Tucker to adjourn the meeting at 4:45 pm. All aye, motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President