

**Park Board Meeting
December 8, 2025**

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, December 8, 2025, at the West River Community Center.

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

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

APPROVAL OF AGENDA: MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve agenda with adding additional item, City of Dickinson Construction and Maintenance Easement. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

SPECIAL APPEARANCE – Part-Time Employee Years of Service – Jo Marie Kadrmaz was present to receive her 25 years of service award. The Board thanked her for her many years of service as a valued group fitness instructor.

CONSENT AGENDA – Consent agenda items were presented for approval as follows. Meeting minutes from November 10 and Claims in the amount of \$461,957.49. MOTIONED BY: Zach Keller; SECOND BY: Tyler Tucker 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. President Scott Karsky said that this is Craig's last meeting before his retirement in January. Director Pearson commented that he is going to really miss the people and thanked the staff and board.

Resolution for the Sale of Equipment – MOTIONED BY: Tim Daniel; SECOND BY: Zach Keller to approve the Resolution for the Sale of Golf Equipment. 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.

Cleaning Services Approval – Director of Recreation/Facilities Caleb Burgard reviewed the Heart River Cleaning, LLC Letter of Intent to continue cleaning services along with the Cleaning Service Agreement. He said that we will be taking over some of the cleaning responsibilities internally. He stated that the staff recommendation is to approve the updated Cleaning Service Agreement for January-December 2026 and said we will be opening new part-time positions of Custodial Coordinator and Custodial Attendant at the West River Community Center. Discussion followed. MOTIONED BY: Tyler Tucker; SECOND BY: Tim Daniel to approve the Cleaning Services Agreement as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

Code of Conduct – Director Caleb Burgard reviewed the provided Code of Conduct saying that this is an all-encompassing document to include the entire Park District facilities and programs. He said this has been reviewed and approved by legal counsel. MOTIONED BY: Tyler Tucker; SECOND BY: Tim Daniel to approve the Dickinson Parks and Recreation District Code of Conduct. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

Business Vendor Permit – Director Caleb Burgard reviewed the newly created Business Vendor Permit and Application. He said this has been reviewed and approved by legal counsel. He said this document is something that we will enforce on a third party or user group that is reserving our facilities and that by having this document it allows us to review vendors on a case-by-case basis, giving us more checks and balances. MOTIONED BY: Zach Keller; SECOND BY: Tyler Tucker to approve the Business Vendor Permit & Application as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

2026-2028 Strategic Plan – Director Caleb Burgard reviewed the Strategic Plan. He said the current plan expires this year. This is a document that we as staff wish to accomplish in the next few years and has been reviewed by the leadership team and legal counsel. Commissioner Zach Keller commented that he felt this plan is very well done and that this is a great job by the staff and is a good plan that we can all reference and follow. MOTIONED BY: Tim Daniel; SECOND BY: Zach Keller to approve the Dickinson Parks & Recreation Strategic Plan 2026-2028. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

BUSINESS/FINANCE

November Financial – MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the November financial. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

2024 Audit Report – Executive Director Benjamin Rae reviewed the 2024 Audit Report and said one thing to note was that there was a different auditor on our account, they asked different questions this year. He commented that there was a disagreement about how we record our capital assets, the auditors want us to add projects to the capital assets as soon as we start the project rather than when it is finalized. He also said the auditors always mark us on separation of duties which were addressed but didn't take place until the end of 2024. Director Rae stated that he has no concern regarding the audit findings and recommended approval. MOTIONED BY: Tyler Tucker; SECOND BY: Tim Daniel to approve the 2024 Audit Report by Haga Kommer, Ltd. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

Master Plan Approval – Executive Director Rae stated that this is the final version of the Master Plan. He reviewed and said this plan is a high-level view where we try to identify what we own and meet the demands of the community. He is appreciative of the open house public comment process and is happy with the result. Commissioner Zach Keller said this document is another proof that the current staff is working on an elevated level with transparency to the community, he gives credit to the staff on how we have been operating

saying he feels grateful and appreciative of the route we are taking. MOTIONED BY: Zach Keller; SECOND BY: Tim Daniel to approve the Dickinson Parks & Recreation Master Plan 2025-2045. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

2026 Personnel Manual – Executive Director Benjamin Rae reviewed the areas of the 2026 personnel manual that were revised. He said all items were reviewed and approved by legal counsel and he recommended approval. Discussion followed on adjusting vacation benefits to help with retention of employees. Director Rae said each year we look at the state and national NRPA statistics. He said there are some that give more vacation time up front, but he feels we are on trend with national and statewide. He said for sick leave, we give 6 hours, but the standard is 8 hours; we also provide access to the sick leave bank which is a good safety net for employees. MOTIONED BY: Zach Keller; SECOND BY: Tyler Tucker to approve the 2026 Personnel Manual as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

Trap Club Water Pipeline Easement – Executive Director Benjamin Rae reviewed an easement request. The Dickinson Trap Club is seeking an easement for a potable water pipeline to service the new trap club building. Since the pipeline will cross Park District property, a permanent easement is required. The Park District is requesting that the line be constructed to accommodate potential future Park District development across the street from the trap club, which we have been told it would be able to support. He recommends approval. MOTIONED BY: Tim Daniel; SECOND BY: Tyler Tucker to approve the Potable Water Pipeline Easement as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

WRCC and Jaycee Park Conceptual Design Review – Executive Director Rae showed conceptual design plans for potential expansion of the West River Community Center and Jaycee Park saying that we contracted with AGL Landscape Architects. He highlighted trail systems at Jaycee Park on the eastside dam, with a 10-foot trail along the river, and updated restrooms. There would be one property owner that we would need an easement from and there is an alternate plan to move trail up to parking lot, but goal is to keep it all along the river. Discussion followed. Director Rae said that the West River Community Center has an opportunity to be a premiere destination park with a possible bike park, pickleball courts, and more trail access plans. He explained that these plans are just conceptual designs. He reviewed designs for the West River Campus, showing possible parking and a third sheet of ice, possible pump track, shows an addition to the MAC gym wing with possible indoor playground, and more programming space for youth, teens, etc. The design showed a possible splash pad, and additional storage as well. He said we are struggling to make additional court space work in the area and so this plan just shows field space not a whole lot of additional indoor space. Director Rae said that he talked to the city about parking, and they don't want State Avenue access for parking. Discussion also covered possibilities for a future third sheet of ice and an outdoor sheet with a cooling system. Commissioner Keller raised the idea of adding court space near the soccer fields, but Director Rae explained the area has a retention pond, but other locations are being explored.

Executive Director Report – Executive Director Benjamin Rae provided a written report for informational purposes.

City of Dickinson Construction and Maintenance Easement – Executive Director Benjamin Rae said the city is looking to move forward with bidding for East Broadway Dam, which will need an easement through Park District property. MOTIONED BY: Zach Keller; SECOND BY: Tyler Tucker to approve the Construction and Maintenance Easement with the City of Dickinson as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

City of Dickinson Temporary Easement – Executive Director Rae said we'll also need a Temporary Construction Easement for the East Broadway Dam. MOTIONED BY: Tim Daniel; SECOND BY: Zach Keller. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

Public Comments Period – There were no public comments.

Adjournment – MOTIONED BY: Zach Keller; SECOND BY: Tim Daniel to adjourn the meeting at 4:36 pm. All aye, motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President