

**Park Board Meeting
December 9, 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, December 9, 2024, at the West River Community Center.

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

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

APPROVAL OF AGENDA: Addition to Agenda - Resolution of the Sale of Fitness Equipment. MOTIONED BY: Nic Stevenson; SECONDED BY: Zach Keller to approve the agenda with the addition of Item 8b, Sale of Fitness Equipment. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried. There was an adjustment to original motion: MOTIONED BY: Tyler Tucker; SECONDED BY: Tim Daniel to move the additional agenda item from 8b to 8j. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

APPROVAL OF CLERK STATUS: Executive Director Benjamin Rae explained that he would like to transfer the Clerk status from Leah Hoenke to himself. He stated the reason being he believes it is his responsibility to oversee the board meetings, which include the financial oversight and to ensure the meetings are run according to North Dakota Century Code. He added that we will need to administer the Oath of Office. MOTIONED BY: Nic Stevenson; SECONDED BY: Tim Daniel moved to appoint Benjamin Rae as Park Board Clerk. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried. President Scott Karsky administered the Oath of Office to Benjamin Rae.

CONSENT AGENDA – Consent agenda items were presented for approval as follows: Meeting minutes from November 4 and November Claims of \$489,000.82. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the consent agenda items with a correction to the November 4 minutes to change the name of Lane Dukart to Blaine Dukart. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

BUILDINGS/GROUNDS

Director of Buildings/Grounds Report – Director Craig Pearson provided a written report for informational purposes. Director Pearson added that we decided not to fill the full-time position of Facility Maintenance Specialist, we are replacing it with a part-time position for the time being.

RECREATION/FACILITIES

Director of Recreation/Facilities Report – Director Caleb Burgard provided a written report for informational purposes. Commissioner Nic Stevenson asked about participation in the Women's 3x3 Basketball League. Director Burgard said there was no participation for last year's 5x5 league and with changing to 3x3 we have 5 teams this year. He also commented that gym usage is getting tougher and tougher to accommodate the teams with also using the School District facilities.

BUSINESS/FINANCE

November Financial – Executive Director Benjamin Rae noted that the financial looks really strong and he will come back with recommendations to make budget adjustments and transfers as needed. MOTIONED BY: Tyler Tucker; SECONDED BY: Zach Keller to approve the November financial as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

2025 Project Approval – Executive Director Benjamin Rae reviewed saying that the 2025 project plan was presented at the October board workshop and most projects have been retained on the list since that time. He said exceptions to that are that most equipment purchases have been pushed back to 2026 to line up with the expiration of the current equipment lease and to balance the 2025 budget. He also said the completion of the Hole 3 cart path was added to the list which is the last segment to complete the front 9 cart paths. Director Rae said the staff recommendation is to approve the 2025 project plan with funding coming from Capital Betterment Fund and West River Community Center Improvement Fund. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the 2025 Project Plan as presented. Commissioner Nic Stevenson asked about the cart storage project asking if it will take up any additional parking spots. Director Rae said it will not take up any of the existing parking spots. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

Bid Award – Crooked Crane Trail Stranski Segment – Executive Director Benjamin Rae said a total of four bids were received that were opened on November 7. All bids met the minimum criteria. According to North Dakota Century Code, the board is required to select the lowest responsible bidder and therefore the staff recommends approval of the K4 Trails bid in the amount of \$95,545. He said staff has reviewed the prior work of K4 Trails and would consider them to have the experience to complete the job specifications. MOTIONED BY: Nic Stevenson; SECONDED BY: Tim Daniel to approve the Crooked Crane Trail – Stranski Segment bid from K4 Trails in the amount of \$95,545. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

2025 Personnel Manual – Executive Director Benjamin Rae reviewed the items where changes were made in this year's personnel manual and said the staff recommends approval of the manual. MOTIONED BY: Tyler Tucker; SECONDED

BY: Zach Keller to approve the 2025 Personnel Manual as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

2025 Administrative Calendar – Executive Director Rae reviewed the Administrative Calendar that includes payroll periods, holidays, and board meetings. He said at the direction of the Park Board; public meetings will be held at 3:30 pm instead of 4:00 pm. MOTIONED BY: Tim Daniel; SECONDED BY: Nic Stevenson to approve the 2025 Administrative Calendar. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

2025 Board Compensation – Executive Director Benjamin Rae reviewed a comparison of other park districts and their park board compensation with a recommendation of an increase of \$25/month. President Scott Karsky said there has only been one other \$25 increase over the last 10 years. MOTIONED BY: Zach Keller; SECONDED BY: Tyler Tucker to approve the increase of \$25/month to the Park Board compensation. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

WRCC Lap Pool Backwash Renovation Bid Documents – Executive Director Rae stated that we will need approval to start the bid process for the lap pool backwash renovation. It has been ongoing and has been band-aided as much as possible and now it is time to solve the problem permanently. MOTIONED BY: Nic Stevenson; SECONDED BY: Tim Daniel to approve the bid documents as presented. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

WRCC Roof Repair Progress – Executive Director Rae updated the board on roof repairs that we contracted out to Roers Construction back in May that were associated with water damage to the stairwell. He said work did not begin until October and it is now watertight but not complete. It has been long past the timeline that was originally expected. He explained that Roers is not building the roof design to the GT Architecture specifications that were in the bid documents. It will likely come back before the board for a change order for the work they are doing as it does not meet the specifications. The contracted roofer felt it was an acceptable alternative. Director Rae said we'll have a decision to make whether we require Roers to discontinue current work and meet the original specifications or accept their alternative with a guarantee. GT Architecture says that it does not meet the specifications but is watertight, however they will not warranty the work. Roers is saying they will warranty the repairs. He believes they are trying to make it right. President Scott Karsky said he is all for it if they are willing to warranty the work for a longer period. Discussion followed. Director Rae said he wanted to make the board aware, and this will come back before the board for approval. Roers is aware by writing – the staff has told them to continue with the knowledge that it may not meet the required specifications. Commissioner Nic Stevenson said he thinks we need to get this project completed and negotiate with Roers on how it can be made right; we are too far down the road now. Director Rae agrees and there was a consensus from the board to go in that direction.

Executive Director Report – Executive Director Benjamin Rae provided a written report for informational purposes. He highlighted that Marathon has committed another \$50,000 in 2026.

Addition to Agenda: Resolution for the Sale of Fitness Equipment. President Scott Karsky read the resolution as follows: Whereas, the governing body of the Board of Park Commissioners, City of Dickinson, has approved the purchase of new fitness equipment for the West River Community Center; and Whereas, the existing fitness equipment being replaced each have a value of under twenty-five hundred dollars (\$2500); and Whereas, North Dakota Century Code 40-11-04 requires the governing body to pass a resolution specifically approving such a sale; Therefore, be it resolved that the governing body of the Dickinson Park District specifically approve the sale of excess fitness equipment. MOTIONED BY: Tim Daniel; SECONDED BY: Tyler Tucker to approve the Resolution for the Sale of Fitness Equipment as it was read. Roll call vote: Ayes-5; Nays-0; Absent-0. Motion carried.

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

PREPARED BY:

APPROVED BY:

Clerk

President