

**Park Board Meeting
March 10, 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, March 10, 2025, at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Karsky and Zach Keller. Also, present were Executive Director/Clerk Benjamin Rae, Director of Buildings/Grounds Craig Pearson, Director of Recreation/Facilities Caleb Burgard, and Administrative Manager Leah Hoenke. Vice President Tim Daniel, Commissioners Tyler Tucker and Nic Stevenson were absent. With there being no quorum the meeting was cancelled at 3:40 pm with no business being conducted. The meeting will be re-scheduled.

**Park Board Meeting
March 18, 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 Tuesday, March 18, 2025, at the West River Community Center.

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

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

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

SPECIAL APPEARANCE – Sarah Carlson was present to speak on the wheelchair access issues at the West River Community Center. She talked about her experiences when her and her son cannot access their vehicle due to other vehicles parking for pick up and drop off at the center. She said people come and block the curb cutout and are pulling in at the front entrance and also saying that it is not designated as a drop off location and there are clear signs that you cannot park there. Sarah is asking the board to keep in mind the accessibility issues for people like her son Beckett. She stated that many times the staff has empathy but can't always do anything about it. She wants to be a part of the solution and work with the board and staff on this issue and said she invites all considerations. She said a simple solution is to add bollards to block where people can park, or another easy solution is designated spots for drop off and pick up possibly on east side and designating the open spots in the front for wheelchair accessible vehicles only. She is also asking for the staff to have the tools they need to help. She said she is happy to be a resource and answer questions. President Karsky thanked Sarah for being present on this issue. Commissioner Tyler Tucker asked if we designate those spots, people are not going to listen, he is more on the side of putting out bollards. Executive Director Benjamin Rae said step 1 is our internal communication with staff. He also talked to the police department and if someone is parking in a designated handicap spot, the police should be called, but because of design it is difficult to enforce. He also sat down with Highlands Engineering to look at alternatives to meet fire code and ADA requirements for a long-term solution. Director Rae stated that when he met with staff, they acknowledged that this is an ongoing issue. Sarah also offered to be a part of a team for a solution to lend the perspective. She said that ADA is law but often we go beyond what the law requires because it doesn't always offer the solutions that are needed. Commissioner Zach Keller asked if it is too much to make part of opening procedures to put out cones to block off that area for a short-term solution. He said he is fine with blocking it off for pick up and drop off and thinks it is an issue that requires an immediate solution. Commissioner Tim Daniel added that we need to start being conscious of it and re-educate staff until there is a permanent solution. Executive Benjamin Rae said that he will keep the Board updated as we work on a permanent solution.

CONSENT AGENDA – Consent agenda items were presented for approval as follows. Meeting minutes from February 10; Claims of \$525,179.76; Dickinson Diamonds Fastpitch Softball Club Use Agreement; Dickinson Diamonds Fastpitch Softball Club Concessions Agreement; Dickinson Baseball Club Use Agreement; Mustang Baseball Club Use Agreement; Mustang Baseball Club Concessions Agreement; Dickinson Hockey Club Use Agreement and Hockey Concession Agreement. 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. President Scott Karsky asked about the cart storage expansion. Director Pearson responded that doors are due to be installed within the next week and inside walls are going up – we are three weeks away from having it ready to go. He also added that we hired two individuals for the full-time positions that were open.

Resolution for the Sale of Equipment – President Scott Karsky read the Resolution for the Sale of Equipment as follows: Whereas, the governing body of the Board of Park Commissioners, City of Dickinson, owns certain equipment that is no longer required for operational needs; and whereas, it is in the best interest of Dickinson Parks and Recreation District to dispose of said surplus equipment in a manner that maximizes value and complies with applicable laws and regulations; and whereas, North Dakota Century Code 40-11-04 requires the governing body to pass a resolution specifically approving such a sale; whereas, the specific equipment proposed for sale includes: 1997 Toro Sand Pro 5000 (serial # 08870-10126) value of \$50; Charterhouse Rapidcore Aerator (serial # 984347) value of \$100; Turfco Topdresser (Serial#: 398969) Value: \$50; 1992 Mazda B-2200 Pickup (VIN#: JM2UF1138N0276850) Value: \$400; 1980 Chevrolet ¾ Ton Pickup (VIN#: CKM24AF315715) Value: \$500. Whereas; the Board of Park Commissioners confirms the estimated values of the proposed equipment; THEREFORE, BE IT RESOLVED that the governing body of the Dickinson Park District specifically approves the sale of excess maintenance equipment and delegates authority to District staff to facilitate the sale process in accordance with North Dakota Century Code with equipment under \$2,500 in value being sold at a public or private sale. Passed and adopted this 18th day of March 2025. MOTIONED BY: Zach Keller; SECONDED BY: Tyler Tucker to approve the Resolution for the Sale of Equipment as was read. 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 added that the golf course we just received the final fleet of golf carts, all 60 carts are in our possession and the GPS units will be set up soon. He commented that for the community center annual memberships are up, but revenue was down. He explained that the numbers look skewed because of the \$50,000 grant that was received last year for the sworn in officer memberships.

BUSINESS/FINANCE

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

2023 Audit Report – Executive Director Benjamin Rae reviewed the audit report for 2023 and said that everything is looking good, the finance team is doing a fantastic job. He said one of the things they have noted over the years is our separation of duties and that is something we have worked on and stated that Finance/HR Manager Patty Riely has asked for a revision on that part as she gave them more information on what we have changed on the separation of duties. MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the 2023 Audit Report. Roll call vote: Ayes-4 Nays-0; Absent-1 (Stevenson). Motion carried.

Scoreboard Agreement – Executive Director Benjamin Rae stated that we will need to approve the request for bids on the scoreboard and will also need to approve the agreement for the scoreboard. He said traditionally we have only used advertising funds for the scoreboard, not district funds. Badlands Big Sticks would like to take on that advertising and that they will pay for the scoreboard if we relinquish the advertising rights. He wanted to make it clear to the board that this is not a priority item for us as staff. We feel like there are more priorities for us to spend district funds on. As part of the agreement, Badlands Big Sticks will pay interest to use district funds to finance the scoreboard. Director Rae said that we are confident the video board will be around \$80,000 and said that it is written in agreement that it won't be ready until 2026. He also said they wrote into the agreement that other user groups are not required to be obligated to use the video board along with advertising. Dave Ouellette has had the opportunity to review the agreement. Commissioner Zach Keller asked where the funds will come out of initially. Director Rae stated that funds will come out of the Future Projects fund. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the Request for Bids for the purchase of a baseball scoreboard/video board. Roll call vote: Ayes-4 Nays-0; Absent-1 (Stevenson). Motion carried. There was discussion on the Big Sticks agreement and advertising rights. Director Rae said the advertising rights we have are static on the sides of the current board and moving forward Big Sticks will take over that static advertising as well as video board ads. There was a second motion for the agreement. MOTIONED BY: Zach Keller; SECONDED BY: Tim Daniel to approve the agreement for purchase, installation and use of scoreboard and exclusive advertising rights with the Badlands Big Sticks Baseball Club, LLC. Roll call vote: Ayes-4 Nays-0; Absent-1 (Stevenson). Motion carried.

Updates on WRCC Projects – Executive Director Benjamin Rae reviewed the projects at the West River Community Center. He said Roers Construction is in the last phases of completion of the stairwell project. The lap pool project is starting this week; the pool will be closed starting on March 21. Everything is looking good to complete that project lasting 2 weeks. He said we have preliminary designs to improve locker rooms and lobby area; he will meet with Commissioner Tyler Tucker to review and said there will be more to show at the April meeting. The outdoor pool continues to move forward with Tolman Concrete starting work to finalize the concrete and Horizon will be finalizing. He will keep the board updated on that progress.

Executive Director Report – Executive Director Benjamin Rae provided a written report for informational purposes. He added that Commissioner Tucker and he will be in Bismarck for the Spring ND League of Cities training. He also said there may need to be a special meeting on March 28 at 7:30 am to approve bids for the scoreboard. The final item he wanted to update the board is if the commissioners have any questions on legislative progress. President Scott Karsky asked about the daylight savings time. Director Rae said that federal law allows states to be on standard to daylight time or be on standard time like Arizona. The senate has met on that in committee. He said he provided testimony in opposition. As it is written now, August 1, 2025, we will go back to standard time. Discussion followed. The other bill is the tax reform bill, legislators have made it clear that a cap will be in place. Commissioner Zach Keller asked about customer service training, saying that last year we did it with the full-time staff and then again to the front facing staff. He said it might be time to do it again, he has been here a lot lately and has seen poor customer service where the staff does not even look up at you when you walk in. He said it is a safety issue as well. Director Rae said it is something we are working on and that staff need to have clear scripted greetings and phone etiquette.

Adjournment – MOTIONED BY: Tyler Tucker; SECONDED BY: Tim Daniel to adjourn the meeting at 4:24 pm. All aye, motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President