

**Park Board Meeting
June 9, 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, June 9, 2025, at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Karsky, Tim Daniel, Zach Keller, Nic Stevenson. 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 Tyler Tucker was absent.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

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

RECOGNITION – Director of Recreation/Facilities Caleb Burgard received his 10 years of service award along with Finance/HR Manager Patty Riely who received her 5 years of service award. President Scott Karsky also recognized Park Board Legal Counsel, Randall Sickler, who is retiring. Shea Miller will take over as the primary legal counsel for the Park District.

CONSENT AGENDA – Consent agenda items were presented for approval as follows. Meeting minutes from May 12; Claims in the amount of \$1,076,917.43; and the Dickinson Pickleball Club Use Agreement. MOTIONED BY: Zach Keller; SECONDED BY: Nic Stevenson to approve the consent agenda items as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

BUILDINGS/GROUNDS

Director of Buildings/Grounds Report – Director Craig Pearson provided a written report for informational purposes. He mentioned that he recently held interviews for the Facility Maintenance Specialist position and has made an offer but has not received acceptance yet. He also reported on the work at the outdoor pool where they had to pull 2 pumps and motors that are being fixed now and said that we have one leak in the pool but are uncertain if it is serious. Director Pearson added that there were 60 trees planted at Veterans Memorial Park; 6 trees at the West River Community Center and 30 planted at the golf course.

RECREATION/FACILITIES

Director of Recreation/Facilities Report – Director Caleb Burgard provided a written report for informational purposes. He reported that Patterson Lake, golf course and community center all are looking healthy in their respective financial and membership numbers.

Fee Schedule Review – Director Caleb Burgard presented the proposed 2026 fee schedule, focusing on aligning fees with the District's cost recovery policy. Recommended increases include:

- Youth programs: \$5 increases for aquatic lessons, t-ball, tennis, golf lessons, and kids cooking class.
- Adult programs: \$3 to \$5 increase in fees for volleyball, 3x3 basketball, softball, futsal, and kickball, along with \$10 increase to respective sponsor fees. A slight increase for pickleball lessons, Jingle Bell 5K, and chalk walk artist fees was also recommended.
- Facility fees: Small increases to off-season ice rental at the West River Ice Center; \$20 increases for rentals at Heart River Retreat and Veterans Pavilion; new \$30/hour field fee at West River Soccer Complex.
- User group fees: Adjustments for Dickinson Adult Hockey League and Dickinson Hockey Club. Discussion on whether to assess field fees for Dickinson Soccer Club and other outside groups.
- Concessions: Current agreements are under \$50,000 and don't require bidding. Golf course and ballpark are exceptions. Gaming license opportunities discussed.
- Heart River Golf Course: Proposed punch card addition, small increases for GHIN fee, cart storage, trail fees, rentals, and driving range. Senior discount concerns reviewed. The board leans toward further research on the issue.
- West River Community Center: Suggested increases to daily rates, punch cards, outdoor pool spectator and twilight fees.

Final fee approval is expected at the July board meeting.

BUSINESS/FINANCE

May Financial – Executive Director Benjamin Rae commented that across the district we are in good shape financially. MOTIONED BY: Zach Keller; SECONDED BY: Nic Stevenson to approve the May financial as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Tucker). Motion carried.

Resolution Regarding Public Comment – Executive Director Benjamin Rae reviewed the proposed resolution adopting a public comment policy that will be brought forth for vote at the July meeting. He said part of the policy will be a time limit of 3 minutes per individual and 30 minutes on a single item. Commissioner Nic Stevenson said his comment is that this is only necessary if things get out of line, this is just in extreme cases to have something to fall back on. Director Rae said this is also only for things that are not already on the agenda and only applies to regular board meetings, not workshops or special meetings. Individuals must provide their name and address in writing and the board has the option to respond or not respond. He said the policy has been reviewed by the district attorney who made some good adjustments. He will review again before the final comes out. After discussion it was determined that the public comment agenda item should fall at the end of the meeting.

Level Ice Purchase – Executive Director Benjamin Rae reviewed the level ice purchase saying that the Level Ice System was installed several years ago on the Charbonneau Arena. It consists of a component attached to the Zamboni and a laser system attached to the wall. The purpose of the product is to produce a flatter ice sheet. Our staff has reported that the current system reduces the amount of time chipping ice from the corners of the arenas. The intent was always to add the system to the Cornerstone Arena. Now is the best time to invest in the additional system because the existing Zamboni will be moved to the Cornerstone arena (including the existing level ice hardware attached to the Zamboni). Thus, we would need to pay the expenses to move the system to the new Zamboni.

Instead, we can add a new system to the new Zamboni and a new receiver to the Cornerstone arena and avoid the cost of the transition. The Hockey Club board has already approved the expense from the naming rights fund as listed below. The naming rights fund has a little more than \$38,000 available funds. The staff recommends approval of the level ice system using funds from WRIC naming rights with the fiscal impact being \$34,125.90 coming out of the Current Projects Fund (WRIC Naming Rights). MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the new level ice purchase in the amount of \$34,125.90 for the West River Ice Center. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Tucker). Motion carried.

Sponsorship for Pickleball Nets – Executive Director Benjamin Rae said traditionally, the park board has not allowed sponsorship of various spaces within the West River Community Center. The staff is seeking permission to allow sponsorship logos to be placed on the pickleball nets of a new pickleball net system. The sport of pickleball is rapidly growing in Dickinson, and the demand is taking a toll on the existing net systems. We would like to get a more robust system that could better handle the demand. The existing net system is about \$400 per net while the proposed system is about \$2500 per net. The staff recommends approval of the pickleball net sponsorship. MOTIONED BY: Nic Stevenson; SECONDED BY: Tim Daniel to approve the pickleball net sponsorship. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Tucker). Motion carried.

2026 Preliminary Budget Request Presentation – Executive Director Rae said this is still very preliminary and he is still reviewing certain areas. He referenced the general fund revenue, this does not include any change to our mill levy, it assumes sales tax revenue will remain constant, it assumes interest revenue will remain constant, slight decrease in adult program revenue, eliminates the THS/DHS basketball tournament and estimates continued strong golf course usage. Director Rae said he has challenged the staff to be more confident in the revenue streams. He showed the expense side, this assumes 3 percent increase in full time wages, 5 percent increase in full time benefits, he asked the staff to move wood chips and agri lime to operations instead of capital, made a correction to Heart River Retreat utilities, expenses are down on special events due to elimination of THS/DHS tournament. He said he is still looking at distribution of full-time wages. On the community center side, we are expecting strong membership numbers. Currently sitting at a deficit but will rebalance as he evaluates the budget. There will be some recommendations that will be brought to the board for review before we get to the final budget. He said we will be bound to lower the mill levy dollars to stay under the 3 percent cap. \$65,000 is roughly the most that we can increase. That could be things that we add to the capital projects side, not necessarily in operations. Director Rae stated that he and Director Caleb Burgard are going to training next week to learn more about how to navigate the 3 percent cap. He said we are in pretty good financial shape based on the decisions that we've made in the past and within the next 4 weeks we'll have a clearer picture for the July meeting. All funds we get from the city will be wrapped up in the half cent sales tax. Discussion followed regarding the half cent sales tax dollars and where it should be allocated.

Executive Director Report – Executive Director Benjamin Rae provided a written report for informational purposes. He emphasized that we are ready to go out to bid on the improvements to this building. You will see in July bids come in and we will make the best recommendations that we can.

Adjournment – MOTIONED BY: Nic Stevenson; SECONDED BY: Zach Keller to adjourn the meeting at 4:55 pm. All aye, motion carried.

PREPARED BY:

APPROVED BY:

Clerk

President