

**Park Board Meeting  
July 14, 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, July 14, 2025, at the West River Community Center.

ROLL CALL: Present were Commissioners Scott Karsky, Tim Daniel, Tyler Tucker. Also, present were Executive Director/Clerk Benjamin Rae, Director of Buildings/Grounds Craig Pearson, Director of Recreation/Facilities Caleb Burgard, and Marketing Supervisor Kara Visger. Commissioner Zach Keller was absent and Commissioner Nic Stevenson. Commissioner Nic Stevenson joined via Zoom at 3:33 pm.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was given.

APPROVAL OF AGENDA: Director Benjamin Rae added that item 8c, MOU for Sales Tax Distribution will be tabled on the agenda but would like to leave for some discussion. He also has added an addition item 8h, Veterans Memorial Park playground to the agenda. MOTIONED BY: Tim Daniel; SECONDED BY: Tyler Tucker to approve the agenda with the addition of item 8h. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

CONSENT AGENDA – Consent agenda items were presented for approval as follows. Meeting minutes from June 9; Claims in the amount of \$719,042.56; and the DSU Student Membership Agreement. MOTIONED BY: Nic Stevenson; SECONDED BY: Tyler Tucker to approve the consent agenda items as presented. Roll call vote: Ayes-4; Nays-0; Absent-1(Keller). Motion carried.

#### BUILDINGS/GROUNDS

Director of Buildings/Grounds Report – Director Craig Pearson provided a written report for informational purposes. He added that we have hired a new WRCC Maintenance Specialist officially started on July 14. With this addition, both full-time positions are now filled. President Scott Karsky mentioned that the golf course is receiving high praise, and he's pleased with how the season is going so far.

#### RECREATION/FACILITIES

Director of Recreation/Facilities Report – Director Caleb Burgard provided a written report for informational purposes. Director Burgard mentioned in addition to the report, the Patterson Lake Beach Party had an attendance of 275. Attendance was slightly lower than last year. An advisory was issued a week prior to the event, which may have contributed to the decline. Commissioner Tim Daniel asked if this year's advisory came earlier compared to last year's. Director Burgard confirmed it did, noting that increased moisture and temperature likely played a role. Water testing will now occur weekly and may lead to another advisory in the coming weeks. Director Burgard also reported that the full-time Facility Supervisor-Aquatics position has been posted both internally and externally.

2026 Fee Schedule – Director Caleb Burgard reported that staff has considered all feedback and made several adjustments to the proposed fee schedule, which is now being presented for final approval. A new vendor fee was introduced this past month, set at \$50 per day or evening, or \$350 for the event season, and user group fees were increased. Ballpark concession vendors will now be charged 3% of sales, and rental fees were also raised. Fees for the Hockey Club were increased as well; however, further discussion is needed with the club's board to consider aligning our fees with other programs across the state, as ours remains one of the lowest. For Heart River Golf Course (HRGC), the only change in fees was the addition of a military discount, which will take effect in 2026. Research showed that the current Pee Wee rate of \$115 is below the state average. Additionally, the average cost for a single senior pass statewide is \$560, compared to HRGC's \$570. There has been community interest in offering a daily senior discount, though it was noted that four other courses in the state do not offer one. Commissioner Tim Daniel emphasized the importance of consistency in senior pass offerings across all facilities and believes the current rates are already competitive. He also pointed out the need to maintain adequate fees to support the ongoing maintenance of the golf course. Commissioner Nic Stevenson agreed, stating that, based on the market, our current fees are appropriate. Commissioner Nic Stevenson recommended implementing an annual review of the profit and loss for all fee schedules. He also proposed that each commissioner heads a committee for their respective facility to gain a better understanding of and involvement in fee structure decisions. Discussion followed. MOTIONED BY: Tim Daniel; SECONDED BY: Tyler Tucker to approve the 2026 Fee Schedule. Roll call vote: Ayes-4; Nays-0; Absent-1(Keller). Motion carried.

#### BUSINESS/FINANCE

June Financial – MOTIONED BY: Tyler Tucker; SECONDED BY: Tim Daniel to approve the June financials as presented. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

Presentation: 2<sup>nd</sup> Quarter Financial Review – Executive Director Benjamin Rae reviewed the 2<sup>nd</sup> Quarter financial. He said overall, our financial position is strong, with positive trends in both revenue and fund balances. While expenses have slightly increased, this is expected during our highest spending season of the year. Golf cart replacements continue the standard four-year rotation, and fees are structured to cover direct program expenses, including supplies and staffing. While most programs operate at a deficit, the fee structure helps offset those costs. At the West River Community Center (WRCC), equipment is replaced on a five-year cycle. A broader discussion may be needed on replacement timelines for equipment across all facilities. Some adjustments have been made on the expense side, particularly with staffing levels, to help balance the overall budget. The West River Ice Center is operating at a \$100,000 deficit, largely due to increased equipment replacement needs tied to aging infrastructure. WRCC revenue exceeds projections, primarily due to steady memberships, despite a drop-off in personal training. Subsidies are down. On the expense side, an administrative adjustment was made to correct an underfunding in sales tax allocations. Director Rae reviewed the Budget Considerations which are to maintain a 3% wage increase across all positions, with the total budget difference estimated at around \$10,000; move Safety City Coordinator wage from \$15 to \$16/hour. This may reduce the overtime currently required of part-time staff and the Recreation Coordinator; consider adding a course marshal at HRGC to help maintain pace of play; discuss potential mill levy impacts compared to other park districts, which tend to be more aggressive, ours remains very conservative.

#### MOU for Sales Tax Distribution –

Director Rae recommended this be tabled for the next meeting but would like to leave open for discussion. He said the MOU supports a lot of the projects at WRCC. One change is instead of the hard dollar amount to change to a percentage of the sales tax revenue to

give flexibility. He said he would like that language to be changed before it is up for final approval. Discussion followed and President Karsky agreed that we should go with the percentage language. MOTIONED BY: Tyler Tucker; SECONDED BY: Tim Daniel: to table the MOU for Sales Tax Distribution for the August meeting. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

WRCC Conceptual Design – Executive Director Benjamin Rae reviewed his executive summary saying that the current bond on the West River Community Center ends in 2025. The Park District has requested \$1.5 million per year for 2026 and 2027 for building maintenance needs. In anticipation of potential building additions, staff has requested a conceptual design from AGL Landscape Architects. AGL will work with a local architect to put realistic dimensions on the various amenities. Additionally, the conceptual design will allow district staff to solicit cost estimates for each of the amenities. Staff are also recommending a design for Jaycee Park as we have a lot of undeveloped property and want to explore potential uses for the space. The staff recommends approval of the WRCC Conceptual Design, \$18,000 to come out of the WRCC Improvement Fund. MOTIONED BY: Nic Stevenson; SECONDED BY: Tim Daniel: to approve the WRCC Conceptual Design in the amount of \$18,000. Roll call vote: Ayes-4; Nays-0; Absent-1 (Keller). Motion carried.

Commissioner Nic Stevenson left the meeting at 4:43 pm.

Review and Award WRCC Bids – Director Benjamin Rae reviewed the bids received for the WRCC renovations. He noted that we did not receive a separate mechanical bid, and it's been clarified that we cannot have individual bids for each project, all must be included under a single prime bid. All mechanicals expressed interest in completing the work but only under the general contractor's scope. Director Rae has prioritized the bids by level of importance, with the most critical items listed at the top. If cost becomes a concern, those top priorities are the key focus areas. Director Rae also mentioned plans to negotiate with the contractor regarding LED lighting, as we want to leverage available state grant funding. However, the ice center project is not eligible for this funding. Both facilities included in the bid will contribute to the overall payback. Some numbers had to be adjusted due to inconsistencies or unclear figures, and the lowest bid was selected where appropriate. Additional potential items include painting in the leisure area, conceptual design updates, HVAC controllers, and more. It was noted that the pool flooring is in acceptable condition and doesn't require immediate attention. Future priorities include pool painting, conceptual design planning, and HVAC control upgrades—particularly if more funding becomes available in 2027. However, some items may need to be removed from the list based on final budget constraints. Commissioner Tyler Tucker expressed concern about the poor condition of the leisure pool flooring and emphasized that he would like to see that addressed. During a discussion on recreation space, he also noted that the weight room is too small to meet current needs. HVAC upgrades remain a priority, but the group discussed the possibility of pushing that project out one year to complete other improvements first. Director Rae suggested that if ice center lighting isn't completed now, it could be revisited later. One cost-saving measure discussed was keeping the current bank of lockers, as the wall lockers are the most used. Less than 20% of all lockers are rented. If we move forward with the proposed changes, 50 out of the 200 lockers would be removed and repurposed for other areas such as the family locker rooms, ice center, or open skate areas. President Scott Karsky advocated for addressing the locker room updates now, rather than deferring them for another 20 years. Commissioner Tim Daniel agreed. Commissioner Tucker asked whether new LED lighting would improve visibility and enhance the overall experience at the center, noting that features like sectioned controls and motion sensors would add value. President Karsky responded that the ice center lighting is not a critical need at this time. It was recommended that the motion include accepting bids from both Roers and Tooz, with Roers selected as the lower bidder. Parking lot LEDs were not deemed critical, but there was interest in checking whether they could be included in state grant funding. The HVAC estimate currently stands at a ballpark figure of \$1.3 million over the next five years, which provides some flexibility for budgeting. Commissioner Tucker recommended holding off on parking lot and ice center LED upgrades. Commissioner Tim Daniel asked about the benefits of completing the projects now versus later and emphasized the importance of ensuring that the HVAC controllers and other components are compatible with existing and future technology. More discussion followed. MOTIONED BY: Tyler Tucker; SECONDED BY: Tim Daniel to award the bid from Roers Construction to include the base bid of \$555,900 along with Alternates G-1, G-2, G-3, G-4, E-1, E-2, E-3, E-4, M-1, and M-2 for a total bid of \$1,332,850. Roll call vote: Ayes-3; Nays-0; Absent-2 (Zach Keller & Nic Stevenson). Motion carried.

Resolution No. 1-2025 – Will be implemented for the August meeting. The signup sheet will be on the door for anyone wishing to speak. We would like to set up online for people to sign up as well. MOTIONED BY: Tim Daniel; SECONDED BY: Tyler Tucker to approve Resolution No. 1-2025: A resolution adopting a public comment policy for regular meetings of the Dickinson Park Board. Roll call vote: Ayes-3; Nays-0; Absent-2 (Zach Keller & Nic Stevenson). Motion carried.

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

Addition to Agenda: Veterans Memorial Park Playground – Executive Director Rae is working with the Dickinson American Legion Matthew Brew Post #3 and the Stark County Veterans Memorial Association for a playground at Veterans Memorial Park. Seeking approval to accept the \$100,000 donation from the Stark County Veterans Memorial Association and American Legion Matthew Brew Post #3 (\$50,000 from each) to add a new playground which will be in the southeast area of the bandshell. MOTIONED BY: Tyler Tucker; SECONDED BY: Tim Daniel to approve the \$100,000 combined donation from the Dickinson American Legion Matthew Brew Post #3 and the Stark County Veterans Memorial Association for a new playground. Roll call vote: Ayes-3; Nays-0; Absent (Zach Keller & Nic Stevenson). Motion carried.

Adjournment – MOTIONED BY: Tim Daniel; SECONDED BY: Tyler Tucker to adjourn the meeting at 5:20 pm. All aye, motion carried.

PREPARED BY:

APPROVED BY:

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Clerk

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President