

**Park Board Meeting  
October 21, 2024**

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Special Meeting Project Workshop at 4:00 pm on Monday, October 21, 2024, at the Heart River Retreat.

ROLL CALL: Present were Commissioners Scott Karsky, Tim Daniel, Zach Keller, Tyler Tucker. Also, present were Executive Director Benjamin Rae, Director of Buildings/Grounds Craig Pearson, Director of Recreation/Facilities Caleb Burgard, and Clerk Leah Hoenke. 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 the agenda. Roll call vote: Ayes-4; Nays-0; Absent-1 (Stevenson). Motion carried.

PROJECT WORKSHOP – Executive Director Benjamin Rae stated that this workshop is to review current projects, 2025 projects and the capital projects plan. He showed the fund review, showing General Fund at \$2,145,288.01 and noted that we must be prepared for the potential impact of measure 4. How quickly could the state start funding local taxing entities if the measure passes, funding could be delayed until July. He also noted that over the last 4 years, property tax collection rates have been declining. We set our budget on 100% of funds from property taxes. Eventually they come through but since 2019 we were at 99% collection within that year, as of 2023 we were down to 97% and this year we are trending to 96%. About 1% per year has gone uncollected. He also said we have done well on the golf course this year with revenue exceeding expenses. We could potentially utilize excess funds from golf and put them directly to golf projects instead of filtering through the general fund. Discussion followed. Recreation/Facilities Director Caleb Burgard said the last couple of years have been uncharacteristically high for revenue. Executive Director Benjamin Rae then reviewed WRCC revenue showing a negative balance of -\$116,966.11 but the \$138,000 from the half cent sales tax has not been included yet. He said we are up \$100,000 in annual memberships. He then went on to the Capital Betterment Fund at \$410,993.37. When you look at capital betterment these are unencumbered project funds and at the end of the year we reconcile annually with the current projects fund. We anticipate \$574,807 in tax revenue in 2025 which brings us to \$985,800.37 available in 2025. Director Rae said he likes to keep aside a portion each year for bigger projects. He said we also have the Special Assessments Fund at \$2,824.86 of which he considers an inactive fund because we are not assessing anything. He doesn't know the reason behind having the special assessment fund but says it doesn't hurt to keep it for the future. Director Rae then showed the Emergency Fund at \$484,177.15 which includes the Patterson Lake Fund plus excess general fund revenue – he feels comfortable leaving that where it is right now. The Current Projects Fund is at \$693,201.84 which are encumbered project funds that are reconciled annually with the Capital Betterment Fund. The Future Projects Fund is at \$208,681.56 and is unencumbered projects funds with no future funding identified. He stated that in 2026 we will no longer get quality of life funds from the city, it will instead be included in the half cent sales tax upfront. He said the Board will have to consider what happens with those funds in 2026. If measure 4 passes we may have to battle with the city on the half cent sales tax dollars. We will have to be very clear as to what our needs are. Director Rae went on to review the Dickinson Park District Foundation Fund is at \$24,555.32 which includes foundation start-up funds. The Park Land Development Fund is at \$414,838.67 and is where the cash in lieu funds go to and is intended for new parks/trails. There will be \$140,000 payback over the next 12 years for turf (DSU/DCBT) and \$72,490 from WRIC Naming Rights, approximately \$50,000 is pending for flooring/paint/door upgrades. He said there is \$382,348.67 available in 2025. He also reviewed the West River Improvement Fund at \$949,390.25. This includes half cent sales tax dollars. He showed there will be \$1,133,224.20 available in 2025. This is where we will have to make decisions on how far those dollars will go. Director Rae said we have a light amount of funds for big projects. He then reviewed the 2024 project updates which includes playground replacement/improvements; Gress Complex electrical upgrades; fleet vehicle replacement; ballpark groomer; park restroom locks/cameras; sports complex playground; DSU tennis renovation; park/property/trail improvements; floor scrubber replacement; benches replacement; WRIC improvements; range ball machine and Ventrac equipment.

Executive Director Benjamin Rae reviewed the 2025 projects which includes Crooked Crane Trail improvements and Zamboni replacement. He talked about the irrigation at the soccer complex. Commissioner Zach Keller commented that we would need to have that conversation with the Soccer Club and talk long term and put the cost on them. He said at the ice center we need new brine headers, and he feels good about replacing the brine headers because we have at least 15 good years left to the concrete. The other item is a compressor re-build – some of these regular maintenance items we put in general fund instead of capital projects. For the golf course we have the irrigation system, the bridge and additional cart shed along with 3 new mowers set for 2025. Possibly look at the future for GPS mowers. Director of Buildings/Grounds Craig Pearson talked about that. He said the problem is they hit the market at \$180,000 but he feels strongly we should start investing in these mowers. Discussion followed on using these GPS mowers at other facilities like the soccer complex and Sanford Sports Complex. Director Benjamin Rae said there is a continued dialogue on another larger equipment package. He feels like right now is not the time and just get the critical components and see what interest rates are in a year's time. He stated that ARPA funding will be used at the ballpark. Every city was delegated funds for projects by the end of 2025. Commissioner Keller brought up that from the survey bathrooms were high on the list. Director Rae said part of that was getting cameras at the parks. The first park we put in cameras was Friendship Park and we haven't seen any vandalism since the installation. We would like to get Turtle Park and Rocky Butte online with cameras as well. He commented that Bismarck has put porta potties in all their parks.

Executive Director Rae reviewed the master facilities plan which is a long-term plan of facilities we would like to see across the district, rated as high, moderate or low on a priority scale. Discussion was held on future tree farm – President Scott Karsky would like to see it at Patterson Lake. Discussion was held on splash pads. Director Rae reviewed trail locations outside of Patterson Lake. He reviewed ideas for future daycare/indoor playground space. Commissioner Tyler Tucker said he thinks that additional daycare space is a great idea and sees it being beneficial as far as membership goes. Director Rae said other communities have been successful with expanded daycare spaces.

Executive Director Rae showed a 5-year plan for golf course, community center and ice center projects. For the golf course, plans include the Hole 17 bridge, cart shed expansion, new mowers, roadways around maintenance shed, windows/siding for clubhouse, Hole 3 cart path, Hole 11 cart path and shed b flooring. 5-year plans for the community center include blind replacement, roof work, adult changing table, MAC gym painting, outdoor pool slides, interior paint, remodel of front desk and lobby space, new carpet, architectural designs, zero turn mower, pool and locker room upgrades, daycare improvements, sidewalk sweeper, LED light conversion, and review/replace payroll software. The 5 year plans at the West River Ice Center are new brine headers in Charbonneau arena, compressor rebuild, bathroom updates, repair or replace desk fascia, carpet replacement, dasher board replacement, repaint parking lot lines, new scissor lift, Charbonneau arena heater and exhaust motor replacement, Cornerstone water heater replacement, lobby flooring, table/chair replacement, Cornerstone Zamboni replacement and Charbonneau board replacement. Director Rae showed ongoing/preventative maintenance plans. Discussion was held on user groups and how to get them to buy in to contributing financially to these facilities.

Other discussion items were on the 2025 Administrative Calendar that includes Park Board meetings. The Board was in favor of moving the time of the meetings to 3:30 pm instead of 4:00 pm to allow more flexibility. Director Rae then took the Board on a walk along the Dickinson Dike and golf course to talk about Crooked Crane Trail connection.

Adjournment – MOTIONED BY: Zach Keller; SECONDED BY: Tyler Tucker to adjourn the meeting at 6:07 pm. All aye, motion carried.

PREPARED BY:

APPROVED BY:

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Clerk

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President