

**Park Boad Meeting  
August 5, 2024**

Pursuant to due call and order, the Board of Park Commissioners, Dickinson Park District, met for a Special Meeting at on 4:00 pm on Monday, August 5, 2024, at the West River Community Center.

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 as provided. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Stevenson). Motion carried.

Full-Time Grade and Step Plan – Executive Director Benjamin Rae reviewed his executive summary and said the grade and step table is based on current wage scale from the NRPA Midwest Region and comparable job titles throughout the North Dakota Park Districts. The grade of the position based on job duties; grade will not change except through board action based on a change to the job description. Step is the value based on experience, generally employees would increase 1 step each year based on cost of living and merit increases but may be eligible for additional steps at the discretion of the Executive Director/HR. The discretion to consider lateral pay for new hires, meaning that they would be eligible to begin at a higher step based on years of experience in the field. Director Rae said this plan has been reviewed by the employee committee and budget committee and the staff recommendation is to approve the grade and step plan as presented and maintaining the existing benefit plan. He said the fiscal impact is \$69,339 for the 2025 fiscal year and would include establishing current steps for each position for use in considering future pay increases. Commissioner Zach Keller wanted to reiterate that he wants it to be part of our continued strategy and he wants us to be proactive on our labor side, it is the biggest key to our success and being able to budget properly. President Karsky asked about our turnover compared to other cities. Director Rae said when talking to other districts our turnover is similar, but we struggle more on the maintenance side of things. He said he meets with other large players in the community, they struggle with turnover as well. He thinks that if the economy slides towards recession, you will see that level out a little bit. MOTIONED BY: Tim Daniel; SECONDED BY: Zach Keller to approve the Grade and Step Program as presented. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Stevenson). Motion carried.

2025 Preliminary Budget – Executive Director Benjamin Rae said we've gone through the budget numbers extensively. He said the staff recommendation is to increase the General Fund mill levy from 14.64 mills to 15.58 mills, a 0.94 mill increase from 2024, which will generate an additional \$233,519 in General Fund revenue and cover the expected fund expenses for 2025. Staff also recommend increasing the Capital Betterment mill levy from 3.73 mills to 4.10 mills, a 0.37 mill increase from 2024, which will generate an additional \$77,793 in Capital Betterment revenue and cover the expected project expenses in 2025. Staff recommend approval of the 2025 budget as presented in the Notice of Preliminary Budget. He said that with the current recommendations will increase the property tax by \$10 per year per \$100,000 of home evaluation and represents a 12% increase to the General Fund levy and a 16% increase to Capital Betterment levy. President Karsky said we are being as conservative as possible and must take care of our community and people. MOTIONED BY: Zach Keller; SECONDED BY: Tyler Tucker to approve the Notice of Preliminary Budget as presented. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Stevenson). Motion carried.

Zamboni Purchase – Executive Director Rae said the district staff has been working for the past 9 months to find a good used ice resurfacers. We have been unable to locate a unit that we feel meets the needs of the district, meaning the available units are high in use hours, older than 15 years, and/or cannot cross the border. As such, staff would like to purchase a new ice resurfacers. Zamboni offers a product that meets all our specifications and would work with the ice leveling system provided by the hockey club. He said the staff recommends approval of the purchase of a new Zamboni. The fiscal impact is \$111,855 and the board has approved \$50,000 for the 2024 budget cycle. Martin Construction has donated \$55,000 of a \$100,000 sponsorship commitment. The hockey club has committed to transferring the ice leveling system from the current unit to the new unit and will pay for additional costs to transfer the system to the new ice resurfacers. The remaining \$6,855 would be recouped from sponsorship in future years. MOTIONED BY: Zach Keller; SECONDED BY: Tyler Tucker to approve the purchase as presented. Roll call vote: Ayes-4; Nayes-0; Absent-1 (Stevenson). Motion carried.

Adjournment – MOTIONED BY: Tyler Tucker; SECONDED BY: Tim Daniel to adjourn the meeting 4:19 pm. All aye, motion carried.

PREPARED BY:

APPROVED BY:

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Clerk

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President