

Commission Meeting Memo

TO: City Commission

FROM: City Administrator Dustin Dassinger

DATE: July 30, 2025

SUBJECT: Memorandum of Understanding with Dickinson Parks and Recreation District – 2026 Sales Tax Distribution for the West River Community Center

Background

The City of Dickinson, through Ordinance No. 1233, implemented a one-half cent sales and use tax to fund the ongoing maintenance and capital improvements of the West River Community Center (WRCC). This funding mechanism is governed by Sections 54-26, 54-27, and 54-33(b) of the City of Dickinson Code of Ordinances. The current bond obligation for the WRCC is scheduled to be retired in 2025.

With the bond nearing retirement, Dickinson Parks and Recreation District, which manages the WRCC, has identified capital improvements as the top priority for the 2026 budget year. Several projects have already been approved by the Park Board and are in progress.

Current Approved Projects (Committed Expenditures)

- \$1,332,850 – Bid Package (Locker Rooms, Lobby, Restrooms, LED Lighting, ADA Upgrades)
- \$25,000 – Leisure Pool Painting
- \$18,000 – Conceptual Design
- \$160,000 – Roof Project
- \$68,000 – GT Architecture
- **\$1,603,850 – Total Committed**

Anticipated 2026 Projects (Pending Approval)

- \$180,000 – Carpet Replacement
- \$110,000 – HVAC Controllers
- \$60,000 – Racquetball Court to Weights Conversion



- \$100,000 – Leisure Pool Flooring
- \$6,000 – New Ice Machine
- **\$456,000 – Total Anticipated for 2026**

Financial Summary

- **WRCC Improvement Fund (Current):** \$1,125,803.66
- **Proposed 2026 Sales Tax Distribution:** \$1,500,000
 - \$325,000 for Operational Expenses
 - \$1,175,000 for Capital Improvements
- **Total Capital Funds Available (2026):** \$2,300,803.66
- **Total Proposed Expenditures (2025–2026):** \$2,059,850
- **Remaining Reserve Funds After 2026 Projects:** \$240,953.66

The Park District anticipates additional funding requests for the 2027 budget year to support other capital and operational priorities, such as HVAC renovations, MAC Gym painting and flooring, outdoor pool gel coating, gym partition replacement, and community room partition upgrades.

Fiscal Impact

- 42.8% of the one-half cent sales tax revenue not to exceed \$1,500,000

Impacted Fund

- WRCC Improvement Fund

Recommendation

Staff recommends approval of the MOU as outlined.

Sincerely,



Dustin Dassinger
City Administrator

