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**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION
WAS HELD AT 5:30 P.M. March 19, 2024, AT THE WARC.**

PRESENT: Liffbrig, Owens, Jangula, Heller, Roness

ABSENT:

OTHERS: Barsh, Ludlum, Lynner, K Cote, J Cote, Iblings, O’Rear, M Christen, P Ihli, Alexis, S Layton

Heller called meeting to order.

MOTION by Owens SECONDED by Jangula we approve the minutes of the previous meeting as received.

MOTION CARRIED.

MOTION by Liffbrig, SECONDED by Jangula, we approve Park District bills and Boys Baseball bills. ROLL CALL AYE: **Liffbrig, Owens, Jangula, Heller, Roness**. NAY: None. ABSENT: None.

MOTION by Owens SECONDED by Jangula, we approve Park Dist. Financial statement and Boys Baseball financial overview. ROLL CALL AYE: Liffbrig, Owens, Jangula, Heller, Roness NAY: None. ABSENT: None.

FINANCIAL REPORT – Feb 2024 Financials

- Revenue/Expense
 - Revenue- \$1,068,859.23
 - Expense- \$799,963.68
- Sales Tax
 - 1% Sales Tax: \$1,344,554.62
 - .5% Operations: \$672,244.31
- Cash fund Balance at the end of February
 - \$3,116,172.88
- CD’s: ASB
 - General Reserve CD
 - \$485,103.56
 - 4.26%
 - WPR CD:
 - \$106,291.80
 - 4.2%
- Total Funds available to WPRD for operations as of Feb 29th, 2024: \$3,707,568.24

EXECUTIVE DIRECTORS REPORT

Admin – Working on RFQ process for vehicles. Will be working with Ford. Will be finalizing prices for next board meeting. Ford was the only bidding and the most interested in doing it. We will exchange the daily drivers and the fleet. Will go from 17 vehicles to a fleet of 10. Master Plan final budget

DRAFT

meeting will be the March 28th which is also the 10th birthday party for the ARC. Computer replacement project will be wrapped up with Q2 purchase. We were awarded \$55,000 for CVB Grant. \$5k will go to the Ballin' in the Basin tournament. \$50k will help finish the Davidson Park project by replacing fences around all courts. Heritage grant is outstanding. Garrison Grant has accepted the application. Joe will present for the Garrison Grant. Water world is ongoing. CAPRA is ongoing and the site visit is in June. Already looking at 2025 budget planning.

HR – No staffing changes to report. Working on CAPRA. Processed the first payroll transfer with Black Mountain and issues occurred but everyone was able to get paid the same day.

Marketing/Public Relations/ Child Sitting – All social media pages are going great. Google reviews are doing well. Had a lot of views of the website. Brochure will be starting to get worked out. Submitted some ads for Livability. Digital Signage has increased at the ARC and RFCC. Job Fair is on the 27th and the Birthday Party is the 28th. Child Sitting – up over 200 visits and had a collaboration event.

Parks – Hit hard by the snowstorm. The Parks guys really did a good job of clearing parking spots for Sport and Rec show. Replaced lights with LED right before the hockey state tournament. Worked on HVAC at the ARC and replaced three motors on the roof. Ended up saving \$30k by doing it internally. Hockey boards are out, and ice is gone. RFCC is in full show season. Preparing for spring now. Keeping up with paint at the RFCC as well. May need to look into replacing the sponsorship signage – will need to discuss a new sign with the city.

RFCC – Last month of ice and had 13 open skates, Teton games, and private parties. Boards and ice came off on March 4th after the Hockey state tournament. Have tons of special events going on. There was also the Chaos Volleyball adult tournament at the RFCC.

Athletic Fields – Started prepping the Golf Course. Hopefully, the storm is the last one and we can go onto it sooner than later. ARC is very packed with all the patrons and programs going on.

Facility Operations – Busiest time of the year now. Following up on reservations with all details being accurate. Taking it one day at a time. Toughest area to reserve is the turf as well as the RFCC. Everything is booked up all the way until July. More Roller Skating and private parties. Lots of shows are starting to come up as well as vendor shows. A few 2025 things are coming in as well a few after prom parties. Coca Cola is also bringing in another machine to put by the turf and tennis areas. Huge kudos on Coca Cola on seeing how busy the ARC is.

Maintenance – Johnson control came in to fix the pressure issue. They got that balanced out now. Huge difference from what it was before.

Guest Services – February was looking like January numbers. Numbers may fall off due to college students going off on summer break.

Aquatics – Swim lessons are going well with extra AM. Still have a ton on the waitlist but are looking at changing things to balance everything out. Sea Lions are done with short course swimming. Will leave the bulk heads extended after long course and will move the lane lines. Swim Fit is going and will end right before May and will be having LGI coming to host a course.

DRAFT

Special Events – Puzzle Palooza had 12 teams – good following. Requesting not stopping before summer on Tuesday on each month. Registration for Nerf Wars is open. Private party times as well as open times. Mother/Daughter day will be May 18th at the Keel Boat. April 18th will be the day Kids Camp will open up. Campus Club is winding down and will have their board game competition. They will work on Robotics as well. Skate night started back up with private parties.

Recreation – March programs include tennis, cheer, baseball try outs, girls run strong, wonders swim and soccer as well as youth and adult volleyball. Chaos Volleyball tournament ran well with great volunteers. All-star baseball tryouts are going right now. Staff is now preparing for the biggest Ballin’ in the Basin tournament on April 6-7. Coordinators are also working on sponsorship opportunities to continue to make each program better.

Fitness – There is a new program coming out called Advanced Lifting and Power Performance for Tweens and Teens. This is for advanced lifters. Participants need to take the original Lifting and Power Performance to participate. SilverSneakers had 14 new sign ups as well as 1071 monthly visits. ASH Fitness, Active & Fit and Silver and Fit are all going with 3 new memberships and 16 total monthly memberships. Kari Downer from Nutrition and Beyond spoke at Lunch and Learn to talk about energy levels. GO Challenge just finished and had 215 participants.

OLD BUSINESS –

- a. Williston Water World – nothing new.

NEW BUSINESS –

- a. Amazon AMEX credit approval
 - a. We use Amazon quite a bit. Makes sense for us to use the credit line through Amazon for kickbacks. All transactions totaled \$50k in 2023. There will be a 5% cash back. Anything staff cannot get will be ordered through Amazon. The whole district utilizes the Amazon account. We currently have Walmart and ASB cards with no kickbacks and rewards.
 - b. MOTION by Liffrig, SECONDED by Jangula, we approve procuring Amazon AMEX credit card. ROLL CALL AYE: **Liffrig, Owens, Jangula, Heller, Roness**. NAY: None. ABSENT: None.
- b. Land transfer WBSD #7- Head Start Property: Parcel #01-328-00-62-86-000
 - a. Small parcel of land right behind McVay Elementary School. Land was previously owned by WPRD and deeded to HeadStart. If HeadStart ceases to exist, there is a clause that the land would be going back to the WPRD. It makes sense for this plot to be in the hands of the school district. Malcolm is working with the school district to get the paperwork done.
 - b. MOTION by Liffrig, SECONDED by Roness, we authorize Malcolm to notify the Head Start program with a 90-day notice as set forth under the original Deed that WPRD is claiming the land pursuant to the fallback clause.
- c. WPRD sales tax funding
 - a. Joe was given the approval to talk with the city to extend sales tax funding. We would have to utilize the city charter to put our vote on the ballot. The fire and safety vote will be on the ballot in June. It is in the best interest of WPRD to hold off on going to vote in June to extend sales tax funding. Do not want to put two tax measures on the ballot at the same time. Joe will be meeting with Hercules and

DRAFT

Shawn Wenko every month to see how we can seek our extension. In 2032 the half cent for operations will close. Will need to go to vote before 2032 but with the bonds being paid off, we will need to go to vote by 2027.

- b. Once bond is paid off, the half cent for bonds from sales tax will cease to exist.
- c. WPRD Expansion is needed but not possible without the full 1 cent sales tax being extended.
- d. Davidson Park tennis courts complex fencing bids
 - a. Joe has fencing bids for the board to look at. Two remaining projects – court resurfacing looks nice, but we also need a new fence to encapsulate all courts with black chain link. Looking to add concrete pads for fan seating.
 - b. 3 bids were brought - American Fencing \$167K, Slagle Services \$135K, Dakota Fence \$150K.
 - c. Joe has another meeting with fundraising committee and the school district may be able to help.
 - d. A lot of money has been granted by grants to help get this project. Need to be completed by mid-August.
 - e. There has been concerns on the poles in the ground as time passes, they do come up from the ground or they get stuck. Biggest concern is the chain link coming up because of the movement of the poles. May need to move chain link fence in the future to avoid balls going under the fence.
 - f. MOTION by Liffrig, SECONDED by Owens, we approve accepting Slagle Services bid on the project. ROLL CALL AYE: **Liffrig, Owens, Jangula, Heller, Roness**. NAY: None. ABSENT: None.

No correspondence or citizens to be heard.

MOTION by SECONDED by the meeting adjourn. President Heller adjourned the meeting.

MOTION CARRIED.

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager