

Approved 12.17.24

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION  
WAS HELD AT 5:30 P.M. November 19<sup>th</sup>, 2024 AT THE WARC.**

PRESENT: Liffrig, Jangula, Heller, Roness, Linghor

ABSENT:

OTHERS: Barsh, Kaneko, K Cote, M Christen, L Christen, J Monson, A Nelson, Z Nelson

Heller called meeting to order.

Additions and Deletions to the Agenda-

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

MOTION CARRIED.

MOTION by Jangula, SECONDED by Linghor, we approve Park District bills ROLL CALL AYE: **Liffrig, Jangula, Heller, Roness, Linghor.** NAY: None. ABSENT: None.

MOTION by Jangula, SECONDED by Roness, we approve Park Dist. Financial statement ROLL CALL AYE: Liffrig, Jangula, Heller, Roness, Linghor. NAY: None. ABSENT: None.

FINANCIAL REPORT – Oct 2024 Financials

- Revenue/Expense
  - Revenue- \$925,231.02
  - Expense- \$719,147.02
- Sales Tax
  - 1% Sales Tax: \$1,135,115.70
  - .5% Operations: \$567,557.84
    - Current Average monthly sales tax: \$1,005,669.10
    - 2024 Budget Monthly Projection: \$875,000
- Cash fund Balance at the end of October
  - \$3,523,514.57
- CD's:ASB
  - General Reserve CD
    - \$485,103.56
    - 4.26%
  - WPR CD:
    - \$106,291.80
    - 4.2%
- Total Funds available to WPRD as of 2024: \$4,222,424.95

EXECUTIVE DIRECTORS/STAFF REPORT –

- Admin- We were awarded the Garrison Grant for \$27,000. These funds will be utilized for Spring Lake Park improvements including Frisbee Golf Course and Spring Lake Park Bathrooms. The Project is scheduled for the 2025 budget. The Davidson Park Tennis Court

- resurfacing project is in swing now. Slagle Services has begun replacing the fencing at the park. Completed fencing around three east courts but the project has paused until late spring to avoid conflicts with Fall Tennis. West fencing will be installed around three west courts after the Spring Tennis Season. McCody Concrete will donate the concrete for spectator seating while WPRD will oversee the installation. Will going for Cyber Security and Access Control grants for IT switches and fobbing the ARC. Will be considering a base of \$3 million in the general fund.
- Grants- We were denied funding from the Robert E Herman grant for fast pitch field enhancements. Williston Water World is ongoing and the building will be completed before winter. Working with Community Builders and PAC and have had meetings with WPRD staff to look at operations of Water World.
    - Outstanding applications:
      - SRF – Spring Lake Park
  - Golf Course-Both the course and clubhouse have been winterized and mower reels have been removed and are being prepped for sharpening at a certified John Deere shop in Fargo. Ideas are being considered for treating the ponds next year to enhance filtration efficiency.
  - HR- We have hired Jon Beerbower for Rec Coordinator position and are still looking for a janitorial manager. Implementing new HR software with Humanities and Time clock to help with operations. Trainings will be this week. Also working on getting all annual reviews in. We did an annual audit of our policies due to CAPRA and making sure they are up to date with verbiage. Kate will send out a reminder for Executive Director reviews.
  - Marketing & PR- All platforms are gaining followers but have seen a downsize in followers for FB page. Emily and marketing crew are working to create more videos with staff and patrons for the holidays. Website traffic has decreased recently but newsletter traffic was up. A new parks pamphlet is underway to assist with shelter reservations. Brochures for January to May 2025 are completed and an interactive brochure is added to the website. We are reaching out for new opportunities in 2025 and are collaborating with KUMV for TV advertising during the GO 2025 challenge. We are also refreshing our advertising for birthday party options and expanding offerings for the 8-12 age group. We also participated in the Trail of Treats with a great turnout and will be attending the WHS Job Fair. National Cookie Day will be celebrated on December 4<sup>th</sup> and will be collaborating with Special Events to create more activities such as ARChie's Holiday Decorating Contest and National Play Outside Day.
  - Child Sitting-October was very busy. Welcomed 25 new kids to the program and hosted a Halloween STEM activity day each day the clubhouse was open. We had Story Time from Tori at the Book Mobile, and the October party themed around Fall and Halloween with kids dressing up. Also implemented a special promotion called \$3 Thursdays with an increase in younger participants. Visits are up about 200 from last year. Child Sitting also does child sitting birthday parties for a select range of ages.
  - Parks- Winterization of bathrooms has been completed. Parks crew assisted Zach with mulching greens as well as decommissioned an old well at the Elementary School project. Steady progress is being made with Holiday Lights and will be moving forward with the Moose Park mini-rink project. The product for the mini rink has shipped and should be here soon.
  - Athletic Fields-All outdoor fields are now completed for the year. Zac Peterson will focus on RFCC maintenance this winter. Peterson will also bounce back and forth from the RFCC and the ARC.

- Golf Course – We had water reports from testing the water at the golf course. Will want to know if our water source is efficient or not. We are still in communication with an industry professional with water quality and it has similar water quality than other courses. The greens may make it hard to grow grass. Current update from Kevin is that he has calls out to consultants about standard water quality and options with that. Working on troubleshooting the water filter – possibly be more proactive in treating the water. Will hopefully put bleach in the water early in the year to address the water quality.
- Facility Operations- Facilities are staying busy with winter coming and ice on at the RFCC. We are also receiving numerous inquiries for meeting room bookings for Spring 2025 and are planning WPRD special events for Summer/Fall 2025. We are also planning on getting new 8 foot tables. First wrestling tournament will be at the ARC in February. Going through some ice schedule changes. Turf is being used at capacity and groups are being flexible. Cage Room (old simulator room) is being utilized a lot more on a daily basis. Removing the part of the storage cage and extending the tunnels with the net is on the horizon. Carpet Square rentals are still in effect but they won't be used as much as we used to due to the challenges of moving them everywhere. Turf will need to be replaced in about 2 years due to heaving and the heavy traffic.
- Membership – Overall our ARC memberships are up 21%. Total ARC visits were up 31% as well. Working on corporate memberships as well.
- Maintenance- Patrick is repairing lights in the basketball courts and pool. Shampooed carpet squares, maintaining backstock of maintenance supplies, addressing roof leaks, fixing the garage door between the tennis area and the turf and cleaning the keel boat upon request. Will also be installing new grates around the 50 meter pool.
- Aquatics- Swim lessons are on as usual but with a decrease in participation in Level 1 swim lessons. The Floating Pumpkin Patch was a success with minimal amount of left over pumpkins. Swim Fit is getting a lot of steam with adult and youth classes. Also doing in house CPR training as well as public. Status quo on a lot of aquatics things.
- Special Events-Kid's Night Out transitioned to Special Events. On Oct 27, we cohosted the Spooky Speedway event at Spring Lake Park which was well attended. Costumes on Ice was on October 30<sup>th</sup> and was a huge hit as well. Some upcoming events include Kids Night Out, Ugly Sweater open skate and Skate with Santa. Special Events is collaborating closely with PR to develop new activities such as ARChie's Holiday Decorating Contest and National Play Outside Day. Puzzle Palooza also had 15 teams and has been a hit.
- Raymond Center – Ice is busy with practices and private parties. Weekend is filled with open skates, Teton games and sports upstairs including soccer, basketball and volleyball. Additionally, we will be having events at the Raymond as well.
- Campus Club – We hired several new staff members for Campus Club. With the new additions, we've successfully removed a number of children from the waitlists. Had a team lead meeting that was held on October 24<sup>th</sup> to go over lesson plans, ideas and address any concerns. The Book Mobile will be our upcoming special guest for November and December where they will visit the seven sites and have story time and STEM activities.
- Recreation- Adaptive programs include; Wonders Swim Lessons and Wonders Soccer. Other In-house programs include; Youth Pickleball, Youth Tennis, Lacrosse Clinic, Sports Sampler, Girls 3-6 grade basketball, K-2 Basketball, Learn to skate, Adult Flag Football, Men's Basketball, Adult Volleyball and Coed Softball. Travel Sports are either about to start or are in the planning stages with Chaos Volleyball having 2 seasons now; one in the winter and

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one in the spring. Chaos tryouts will be this Sunday. Jon Beerbower will start in about a month.

- Fitness- The Williston Police Department spoke to the seniors about Safe Driving and Winter driving on October 15<sup>th</sup> Lunch and Learn. This session was well attended with 22 people attending. Upcoming Lunch and Learns include; Deborah Palmer, Music Therapist on November 6<sup>th</sup>, Ryan Geltel with “Basic Estate Planning” on November 26<sup>th</sup> and December 3<sup>rd</sup> with Joe Barsh.

OLD BUSINESS –

- a. Williston Water World
  - a. No new updates.
  - b. Paused for the most part due to weather and winter.
  - c. Building will be done before winter.

NEW BUSINESS –

- a. WPRD Annual Personnel Manual Audit/Policy Updates
  - a. We did an audit process with policies and updated it to our current operations.
  - b. Background Check Policy – Kept up to speed on our operations and process.
  - c. Dress code – Flexible dress code for the most part and to represent ourselves in the best standard. Essentially to differentiate ourselves from other patrons. We needed to put parameters but are grounded to reality.
  - d. Compensation Policy – Important to put parameters on Executive Director’s ability to change wages and title changes. This policy for the betterment of the organization will handcuff the Executive Director on raises and title changes so it goes to the board for approval first. Economic variables change so we will not be putting a fixed percentage for each annual raise.
  - e. Motor Vehicles – Updated verbiage so it is current with operations.
  - f. Open Door – Verbiage changes as well as operations and the importance of utilizing hierarchy and the value of HR.
  - g. Open Records – Verbiage changed and updated the correct positions in the policy.
  - h. Organizational Structure – Made sure to change titles to current operations.
  - i. Smoking Tobacco and Vaping – Updating policy due to vaping being a bigger part of society. We could definitely add signage to our parks.
  - j. MOTION by Roness, SECONDED by Jangula, we approve all of the policy updates and changes. ROLL CALL AYE: Liffbrig, Jangula, Heller, Roness, Linghor. NAY: None. ABSENT: None.

No correspondence or citizens to be heard.

MOTION by Jangula SECONDED by Linghor the meeting adjourn.

MOTION CARRIED.

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager

MOTION by , SECONDED by , we approve ROLL CALL AYE: Liffbrig, Jangula, Heller, Roness, Linghor. NAY: None. ABSENT: None.