

Draft

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION
WAS HELD AT 5:30 P.M. Aug 20, 2024, AT THE WARC.**

PRESENT: Liffrig, Jangula, Heller, Roness

ABSENT:

OTHERS: Staff- Barsh, Ludlum, Kaneko, Casey, Jim Cote, Kate Cote, Emily, Amanda, Shaleena, Patrick.

Heller called meeting to order.

Additions and Deletions to the Agenda: B- Nomination for Board Leadership positions

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

MOTION CARRIED.

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

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

FINANCIAL REPORT – July 2024 Financials

Wrapped up budget meetings with department heads and have almost finished the preliminary budget for 2025, this will be ready for the park board retreat meeting.

July was an expensive month for WPRD

- **Paid ½ of insurance premiums**
 - \$78K
- **Paid deposit for Slagle Services to restart Davidson project**
 - \$67,500
- **Paid for Harmon Pickleball project**
 - \$96,655 - We will be reimbursed \$30K from Williams County for this expense.
- **Regular big summer bills**
 - **Water, Sewer, garbage - \$20K in July**

- Revenue/Expense
 - Revenue- \$806,813.89
 - Expense- \$1,099,571.19
- Sales Tax
 - 1% Sales Tax: \$696,293.75
 - .5% Operations: \$348,146.87
- Cash fund Balance at the end of July
 - \$2,889,495.91

- 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 July 2024: \$3,490,891.27

Total Funds Available to WPRD 2024	
Month	Auto Fill
January	\$ 3,414,736.01
February	\$ 3,707,568.24
March	\$ 3,895,861.78
April	\$ 4,026,277.55
May	\$ 4,052,787.29
June	\$ 3,817,922.91
July	\$ 3,490,891.27

EXECUTIVE DIRECTORS/STAFF REPORT –

- Admin- We are looking to approve the preliminary budget in the October board meeting. The master plan draft was sent out and will be up for approval at the next meetings
- Grants are ongoing looking for help for Spring Lake Park, which will be a \$300,000 project to pave up to the overlook at the park.
- Golf Course- Met with Kevin Norby (Golf Architect) at the Municipal course for a site visit. It was a good review, looking at future planning and future sites for new holes. We are considering several different irrigation sources.
- Davidson Park- The fence is getting redone currently. Keeping an eye on the west courts they need to be resurfaced. The east courts are looking good at this time, but they are newer than the west courts.
- HR- We have staff updates; the guest services position has been filled. We still have maintenance janitorial manager; aquatics coordinator and travel sports coordinator positions open due to Chris moving over to the parks department. We are moving over to an app for all employees for payroll, this will go live Jan 2025.
- Marketing PR- social media is doing great. We have signed a new contract with Streamline to further improve the website with updated features, there will be a few changes. We have created a Wonders brochure. We were at the Choke Cherry Festival numbers were a little down from the year before. We will be at the college meet and greet in Aug and will try to hire some college students for part time positions. All WSC students get free memberships that the college pays for through the JPA between WPRD & WSC.

- Child Sitting- We had 8 new families in July. There were 13 stem activity days including watercolor, sensory and craft days. July part was Party in The USA for the 4th of July all kids took home a prize. July has \$3 Thursdays to help bring up enrollment. Summer hours will continue through Labor Day.
- Parks- We are losing some of summer staff right now. They are working on road maintenance in SLP. MDU got power over to the new shed at the Western Star. Parks did a lot of work for the Choke Cherry including power, ticket booths, taking trash cans and much more.
- Athletic fields- baseball and softball are done and we are moving in for fall rec programs. Working on small painting and maintenance projects in the batters' boxes at the star and other parks. Working on irrigation as well.
- Facility Operations- Total memberships fell a little through July we lost 120 members which is normal this time of year. Even with the dip we had more ARC visits there were 581 more than June. We expect these numbers to rise as the winter months start. Working on the school district contract for employees, last year was the first year and only half of the staff utilized it, so we are trying to find a way to still offer the memberships that is affordable. Raymond center was slow in July with just a concert, some roller skating and a baseball tournament.
- Maintenance- The glass on the front doors broke in July and has now been repaired. Changing and cleaning boiler filters and ac filters and pumps. Cleaned and repaired the riding scrubbers. Keeping up with light bulbs around the building. There was a gofer issue, and it has been taken care of and holes have been filled. Working on new shower heads. Looking for new vendors for new partitions. Looking to install a camera for the dive team, there will be a couple TVs mounted behind the diving boards. Maintenance and aquatics will be a main topic during the park board retreat meeting, everything is ten years old and is starting to need a lot of work.
- Aquatics- July was a slow month, the pool has been moved back to short course for high school swim. Lazy river is drained at this time for yearly maintenance. Working with bright beginnings and offering swim lessons throughout the day with local childcare facilities to help with the amount of swim lessons that are on the wait list, this will soon be offered to all childcare schools, this should help alleviate the demand for swim lessons at this time.
- Special Events- Kids camp ended Aug 2nd with the end of summer bash which included bounce houses, foam machine, free lunch and slip and slides. Next year kids camp dates are set. Puzzle palooza was canceled 2 of the 3 months of summer but will be back in Sept. There will be a special outside roller skating event in Aug. Nerf wars is coming in Sept.
- Campus club summer program ended and now will open again in Aug and there is an open house scheduled to help give out information to staff and families. We are short two staff members for campus club and can not open those sites until those positions are filled. We are no longer apart of the 21st century grant, it was very demanding and took up a lot of time. This grant did not allow us to treat all schools equally. We are not running this program through in house as a WPRD program, it is the same as before we just do not have to follow the grant guidelines and will run a better and more effective program.
- Recreation- July/Aug programs were full and a success. Fall programs are starting and very busy. Sand volleyball and softball are still running for adults. We hosted the 9u

state and also the 13s regional. Williston won regionals. Fast pitch did great a lot of teams won in their tournaments. Wonders has many programs starting, working with the high school in a peer-to-peer program so that students can pair up with a wonder student. New Lacrosse clinic and pickleball will start a youth program. We are at about \$127,000 for fundraising for babe ruth baseball WS team travel expenses. Amanda Nelson will be receiving the NDRRPA impact reward for her work with Wonders at the state conference in Sept.

- Fitness- Group fitness had a little less in July than in June which is normal for this time of year. There were 134 personal training sessions. All fall programs will start in the beginning of Sept. The senior fitness challenge will start Sept 5th and is free to anyone who joins. We are offering a free back to the gym challenge to help boost group fitness numbers. July's senior lunch and learns were very well attended one was WPD who talked about scam awareness and the other was Wiliams County Parks talking about the upgrades to the campground.

OLD BUSINESS –

- a. Williston Water World
 - a. Slides are going up. A committee was created to start operations on how to run water world. The game plan is to have passes ready by Christmas, to add to memberships. It is projected to open July 2025; everything should be built and there should be no more construction when the park opens. The building will be up, and all pools will be built by winter 2024.
- b. Park Board Retreat
 - a. The point of this meeting is to make sure that collectively the board and park district is on the same page for 2025. We will talk 2025 goals for WPRD and go over the preliminary budget. At this time, we need to schedule this meeting and make sure that it is posted to the public.
 - i. Park Board Retreat Meeting scheduled for: Thursday, Aug 29th at 5:30pm.

NEW BUSINESS –

- a. Park board open seat appointment. To fill the open Park Board seat, Board President Heller formed an interview committee to review candidates for an appointment. There were 4 competitive applications.
 - a. The committee recommends Derrick Linghor to fill the open park board seat. MOTION by Liffriq, SECONDED by Jangula, we approve Derrick Linghor as the appointment to resume former commissioner, Pat Irgens's, term.
- b. Nominations for board leadership positions:
 - a. Nomination by commissioner Jangula for Kelly Heller to resume as Park board President. SECONDED by Roness, we approve Kelly Heller as the Board President. MSC.
 - b. Nomination by commissioner Jangula for John Liffriq to resume as Park board Vice-President. SECONDED by Roness, we approve John Liffriq as Vice President of the Park Board. MSC.

No correspondence or citizens to be heard.

MOTION by Jangula SECONDED by Roness the meeting adjourn.

MOTION CARRIED.

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ATTEST: Rhonda Ludlum, Fitness and Wellness Manager