

Approved

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION
WAS HELD AT 5:30 P.M. OCT 17TH, 2023 AT THE WARC.**

PRESENT: Liffrig, Owens, Jangula, Heller

ABSENT: None

OTHERS: Barsh, Ludlum, Lynner, K Cote, J Cote, M Iblings, R Carrol, K Kaneko, C Liesy, M Christen, E Nyquist, P Ilhi, S Layton

Heller called meeting to order.

APPROVAL OF MINUTES- MOTION by Owens SECONDED Jangula by we approve the minutes of the previous meeting as received.

MOTION CARRIED.

APPROVAL OF BILLS-MOTION by Liffrig, SECONDED by, Jangula, we approve Park District bills and Boys Baseball bills. ROLL CALL AYE: Liffrig, Owens, Jangula, Heller. NAY: None. ABSENT: None.

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

EXECUTIVE DIRECTORS REPORT –

- a. Admin- Working on grants. Destination development grant still waiting to hear back. The heritage grant supports natural outdoor focus and was denied. We will reapply next year. \$30,000 was awarded towards the Harmon Park resurfacing.
- b. Parks-Davidson Park resurfacing is finished we are now looking into new fencing. Water World project is ongoing and progressing. Dakota park project 3rd field is complete will be adding a dug out and bleachers. Lights and displays at SLP are started. All parks are winterized. Ballfields are winterized.
- c. Golf course- seed is in to clean up patches. Range is closed for the season. Working on updated signage for the course. Last day for the course is Sunday oct 22nd. Rental clubs were a huge success this year. Talks of bringing the rentals to the ARC for the simulator. Will provide how many rounds at next month meeting.
- d. HR- New hire Renne Carrol Guest services specialist. Kate from the janitorial staff has resigned and last day will be oct 28th, we are working on getting the night cleaning crew back instead of posting for a new full-time staff. Bryan Blume finished his last day on sept 29th. CAPRA we are adding new policies and making changes we will have then list for the next meeting.
- e. Marketing/PR- All social media is up for the month. Google reviews are good with staff being helpful. The new site is up, and the public likes the new look. Advertising about the master plan. Working on advertisements on our tv with pro-it so that we can make changes to the ads instead of waiting days for the changes to be made. Working on WPRD master plan videos. WPRD was at the extreme machines and will be at the WHS career day. We are in Focus magazine highlighting the Wonders.
- f. Child sitting- clubhouse party sept 3rd, numbers were low but still a fun event. Partnering with local business to offer free events and boost numbers. Meeting with the director of adult

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learning to expand opportunities to utilize space at the arc for a class that adults take to learn English.

- g. Facilities- Raymond center was cleaned by staff thank you to all that showed up to help out. We are waiting for one part for a better sound system. Every repeat event from last year booked again for this year. Working on hockey and ice-skating schedules. Holiday parties are booking out at the ARC and Keel Boat. Soccer, basketball, and boom & baseball are scheduled in facility space. Working on space for more storage and keeping things secure. The simulators are not operating so we are going to move on from them and use pitching machines for hitting. Golf simulator screen, computer, monitor, and touch screen are brand new and open for public use. The whole room had an update.
- h. Guest services- Working on updating and changing the cooperate membership options. Traded free youth and adult daily passes for gift cards to a local business. Front desk staff will start extensive training.
- i. Maintenance- Finishing up the golf simulator. Building filters were changed out for the quarter. Set up a daily cleaning schedule for the Raymond center, to clean in the evening so it is ready for the next day.
- j. Aquatics- Air handler went out parts were ordered, and it was fixed. The lazy river is down and getting worked on now, parts are on their way. Lessons are busy, floating pumpkin patch coming the end of Oct. Hosting a high school swim meet and seal lions swim meet both in Oct.
- k. Special Events- Last roller skate was Oct 21st, we had pizza and a costume contest, next roller skate night in spring. Nerf wars was a huge success and lasted two weekends in a row. Costumes on ice oct 26th. All city Halloween loop is oct 29th. Campus club has all 6 locations running but part-time staff is needed.
- l. Recreation- Sept/Oct programs have finished. Winter programs are starting soon. Travel volleyball is making a committee to help with the travel sport. We are getting good feedback for our programs so that we can make the changes needed. Wonders is going great and had a track meet in Oct this is a great program working with a group of individuals that was not getting the attention they needed. Learn to skate has the largest enrollment numbers to date and is growing. Working on Ballen in The Basin tournament in Dec. Soccer will also have a tournament here. We will have over 50 teams between the tournaments coming to Williston.
- m. Fitness- Group fitness numbers are great. Personal training had a Labor Day sale and boosted sales for the month. Working on updating the senior lounge by adding pictures that are on loan from the James memorial art center. The first round of fall fitness programs are coming to an end and will re-start for one more winter round. Tyke Time was a huge success with 30-40 toddlers each time. The first kids night out was a success with 80 kids attending. The next KNO is Oct 27th.

OLD BUSINESS –

- a. Harmon Park Pool Building- The pool building has undergone the abatement process, more samples were taken and the DEQ's test results were negative so we can move forward with demolishing the building. All results will be filed by the state.

NEW BUSINESS –

- a. Final 2024 Budget Forecast- The budget was finalized and read over by the board and the executive director. A sales tax rebate was found and will be addressed with the city on what the next steps will be taken with the rebate. With projection on sales tax and our average now our budget projection should be close. MOTION by Jangula SECONDED BY Ownes ROLL CALL AYE: Liffrig, Owens, Jangula, Heller. NAY: None ABSENT: None

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- b. WPRD Credit Card update Campus Club- We are not asking for an increase in the limit we are asking for approval for an additional credit card specifically for Campus Club to help with the accounting process. MOTION BY Jangula SECONDED BY Liffrig ROLL CALL AYE: Liffrig, Owens, Jangula, Heller. NAY: None ABSENT: None
- c. WPRD Park Board Open Seat appointment- Tabled until the next meeting. There are still interviews being given. We have 3 applicants and there will be a committee to meet with them.
- d. Harmon Park Pool Demolition- The quote for the demolition approved. MOTION BY Liffrig SECONDED BY Jangula ROLL CALL AYE: Liffrig, Owens, Jangula, Heller. NAY: None ABSENT: None

No correspondence or citizens to be heard.

Meeting adjourned.

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager