

Approved

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION
WAS HELD AT 5:30 P.M. DEC 19th, 2023 AT THE WARC.**

PRESENT: Liffrig, Owens, Jangula, Heller, Roness

ABSENT: N/A

OTHERS: Barsh, Lynner, K Cote, J Cote, Iblings, Kaneko, O'Rear, Leisy, Lindquist, Layton, Kreklau, A Nelson, Christen

Heller called meeting to order.

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

MOTION CARRIED.

MOTION by Liffrig, SECONDED by Jangula, we approve Park District bills and Boys Baseball bills.

ROLL CALL AYE: **Liffrig, 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: Liffrig, Owens, Jangula, Heller. NAY: None. ABSENT: None.

Finance – November revenues were \$1,038,245.64, expense were \$620,054.20. Sales tax was \$1,297,843.19. ½ to operations was \$648,921.59. Cash fund balance at the end of November was at \$2,548,769.03. General Reserve CD - \$465,669.87. WPR CD - \$102,013.31. CDs will mature in January and will be rolled over at the highest interest rate available. Thus far, 2023 has the highest generated revenue WPRD has seen by \$360,000. Great to see community and grant support. Programs and facilities are busy, and sales tax is looking good.

EXECUTIVE DIRECTORS REPORT –

- a. Working closely with Interstate on Masterplan. Interstate should be wrapping up the community survey. The survey will close December 22nd. Lots of survey responses and have been successful. Getting good feedback. Next process will be to take the responses and get output from Advisory Committee and Interstate will bring master plan for approval. Awarded \$5K from USTA Northern for Davidson Park Project. Williston Water World is ongoing, they have the temporary shelter built to build the lazy river. They will pause operations January/February timeline. Grand opening will be in June 2025. CAPRA is a work in progress, and we have our site visit confirmed on June 17th. They will send group of people to Williston to oversee operations and look at facilities to check off boxes for national standards. We will have a final presentation at the national conference. We need to meet 136 standards slowly checking them all off. This is essential to operate at high standard.
- b. HR – No staffing updates. Plugging away at CAPRA and year end reports. We will have auditors here 2nd week of Jan. Last payroll, longevity and comp have been paid out. The same auditors will be auditing again; Eide Baily. Went electronically as well to make the process faster. They are hoping for a max of 2 days of auditing.
- c. Marketing/PR/Child Sitting – All of our social media accounts are up. Our website has more information as well as our 6-month brochure with more information. We have been working with Williston Herald for community survey as well as Campus Club. Neptune radio is up and

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running and will be a good avenue for sponsorships with Water World or bigger events. We can also get sponsorships for advertisements. It is also called Williston Parks Radio. We can pick the music and all the royalties are paid through Neptune with music licenses. With sponsorships, it will pay for itself and generate revenues. We working with Bakken Living as well as visitors guide. We were also in high school career fair. Cassidy has been a nice addition to help marketing as well – part time marketing role. Child sitting 46 new kids in the clubhouse in November.

- d. Parks – Jims crew has been maintaining lights at Holiday Lights Drive. Harmon park lights went well. Working with the old Harmon Park pool and has been demolished. We will take the Master Plan to see what to do with that area. Tennis courts resurfacing will see if we need to work on it. All mower blades were dropped off at Minot golf course for sharpening – this happens annually. RFCC is extremely busy with ice time and all the reservations.
- e. Athletic Facilities – Zac Peterson has been taking over maintenance at RFCC and has taken out the desk in front of bathrooms. Replacing lights and painting the RFCC as well. Operations are going well and Matt Skorik is overseeing the operations of the facility.
- f. RFCC – Busy with hockey practices, weekends have been busy with learn to skate and open skate. One Teton hockey game in November. Open skates have been good as well as ice private skating times. Matt has done a great job of overseeing the staff and facility. Upstairs is busy with soccer practices, vendor shows, basketball courts being used every day. Used the RFCC for Ballin in the Basin.
- g. Facilities Operations – Soccer and Volleyball at the RFCC will have specific times and days. Monday open skates will be through the entire season. A lot of private party inquiries but looking at creative ways to offer them something. Trying to get people to use the ice but schedule is filling up. We had 4 vendor shows in 5 weeks. Two new AED's at the ARC. Chris and Mike have been working with the old simulator work. It will be an extension of the turf area and make it more organized knowing who is in there and when it is available. Talked to coaches and getting details finalized for practice reservations. We have offseason tennis as well as wrestling practice in the tennis courts as well as pickle ball. Tennis courts are being used to the max. Promoting reservations will help organize everything. Pickleball will have times and pickle ballers call for reservations. Got through the events and big kudos to guest services team during the busy times. Basketball resurfacing will be two weeks in the middle of June. As far as reservations and events are concerned, we have a little break and when the ice comes off, reservation calls will start coming in.
- h. Guest Services – Memberships are about the same. Daily visits are up for adults 400 and children down 600. This is likely due to school sports beginning. We will start reporting on how many organized sports groups are coming in as well. This month was 1100. We will also put a net line on the wall for those that want to hit against the wall. Pickleball will fill up all courts. Can get 2 pickleball courts on a tennis court. Still need to look and see the electrical for concessions. We have 5 AED's at the ARC which are wall mounted and accessible. They need to be replaced with batteries with a check mark that tells you when it needs a new battery.
- i. Facility Maintenance – Golf simulator has tears in the screen. This is under warranty and will be fixed as soon as possible. Will be getting a new pad to help prevent any future damage. Overnight cleaners began on the 11th. Monday through Friday they will do the same thing and come in at 9:30p to 1:30a. They have gotten acclimated to the building. Will continue to monitor so they are up to our standards. Lights have been fixed in the pool as well. Generators preventative maintenance for the year has been addressed. Johnson controls came to replace part in pool. Air handler at the leisure pool is being looked at and an estimate will be sent for damaged motors.

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- j. Aquatics – Swim lessons are full. Private lessons have a lot of inquiries coming in. Got a new trainer now as well which will help. Aquacise evenings will not come back in January. Will launch new swim fit class which is for adults in January. Public CPR will be on January 27th. Foundation gave money for Angel Fish certification training which is this weekend. It is an adaptive swim program.
- k. Special Events – Last Puzzle Palooza will be 12/20 Christmas theme. After the new year it will be every Tuesday except summer months. Skate with Santa was a success. Fire and ice is postponed until outdoor rink is able to be made. Campus Club is still looking for staff members. Planning is underway for Date Night weekend in February. The outdoor rink has no cooling infrastructure there so there's no way to keep the ice frozen. It is a concrete pad and not much to do about that. It has to be below freezing for an extended amount of time before we can have quality ice. We also need a shelter to keep one of our Zamboni's there to be able to zamboni the outdoor rink. This will be a capital project. As soon as it is cold enough, we will build up the ice and maintain it.
- l. Recreation – November and December programs K2, Learn to skate, girls' basketball all finished up. Men's basketball, volleyball and flag football are ongoing. Youth programs will start back up in January. Highlights – Travel Volleyball has made a committee and spots have been filled, Chris will be looking over all travel sports, Trevor Tyler and Amanda will head in house. Ballin in the Basin had 88 teams registered and brought in over \$23,000 in profit. Spring will probably bring in about 100 teams. K-2 basketball and WBBC came together and got to go to the Coyote Varsity game to talk about basketball for youth. Wonders bowling – the local bowling alley gave us shoes and bowling times to go bowl. Candy Cane Classic had 65 teams and they played on basketball courts and turf. They will be annual. All January to March programs are open and registrations are picking up. Coordinators are working hard to get sponsorship opportunities for better equipment. New Dakota Field will be rededicated on June 14th and baseball tournaments have been scheduled. Due to running large tournaments and HS events consistently the ARC is in need a concession area. We are looking at having a concession area and have been in contact with Choice Fitness in Grand Forks to see the legality of having a kitchen area and what processes we need to go through. We can also look into just having a concessions area for all user groups to use during tournaments.
- m. Fitness – Youth pink gloves boxing is going well with 19 girls signed up, which is above our limit. Total sales in Personal Training are at \$8,699.32 compared to \$3,118.40 last month. Silver Sneakers is going well as well with 555 total monthly visits. Silver Sneakers class attendance has gone up, we had 205 participants compared to 160. Silver and Fit is also being implemented where they go to their insurance and see if they qualify to get a reimbursement for their membership. Turkey Trot went well with 100 participants with half the proceeds going to Christmas for Kids. Pedal for Pie was also a great success with 2 sessions. Go 2024 Challenge starts on Jan 8th to March 7th and sponsors are still needed. We have been approved to now offer the Silver & Fit reimbursement program. This is an insurance benefit program similar to Silver Sneakers & OnePass.

OLD BUSINESS –

NEW BUSINESS –

- a. 2024 park board meeting dates. 3rd Tuesday of every month. Thanksgiving falls on 4th Tuesday of the month so no movement needed. Once approved we will post it.

Motion to approve park board dates Owens – 2nd by Jangula.

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- b. Executive Director Review – All commissioners did a performance review on Executive Director, Joe Barsh. Kelly met with Joe to discuss review. Motion to approve 3% increase Owens. Jangula 2nd.

ROLL CALL AYE: **Liffrig, Owens, Jangula, Heller, Roness**. NAY: None. ABSENT: None.

- c. Harmon Park resurfacing quote – Get process up and rolling. Highest priority capital project on getting outdoor pickle ball courts. Need to paint lines and put posts in. These will be permanent courts and lines but will need temporary pickleball nets for Davidson. Permanent Pickleball nets will be at Harmon Park. County awarded us \$30,000. Will look at more grants to get funding. The earlier we sign on with firms, the more we can use it earlier. Outdoor courts will not be a reservation. It will be a good start and the community deserves it.

Motion to accept bid from Knife River to resurface the Harmon Park Tennis Courts with Asphalt. Liffrig, 2nd by Roness

ROLL CALL AYE: **Liffrig, Owens, Jangula, Heller, Roness**. NAY: None. ABSENT: None.

No correspondence or citizens to be heard.

Tuesday Jan 16th, 2024

MOTION by Owens SECONDED by Roness the meeting adjourn.

MOTION CARRIED.

ATTEST: Kazuma Koneko, Programs & Facilities Director