

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION  
WAS HELD AT 5:30 P.M. September 17, 2024 AT THE WARC.**

PRESENT: Liffrig, Heller, Roness, Linghor, Jangula (call in)

ABSENT:

OTHERS: Staff: Barsh, Ludlum, Kaneko, Jim Cote, Kate Cote, Jess, Casey, Emily, Lonnie, Mike, Jaqueline

Heller called meeting to order 5:30pm

Additions and Deletions to the Agenda- None

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

MOTION by Liffrig SECONDED by Linghor we approve the minutes of the previous meeting as received from the special retreat meeting.

MOTION CARRIED.

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

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

**FINANCIAL REPORT – August 2024 Financials  
August 2024 Financials**

- **Revenue/Expenses**
  - July Revenue: **\$1,156,263.23**
  - July Expense: **\$985,415.24**
- **Sales Tax**
  - 1% Sales Tax: **\$1,364,727.28**
  - .5% Operations: **\$682,363.64**
    - **Current Average monthly sales tax: \$1,003,408.82**
    - **2024 Budget monthly projection: \$875,000**
- **Cash Fund Balance at the end of August:**
  - **\$3,206,357.06**
- **CD's: ASB**
  - General Reserve CD:
    - **\$485,103.56**
    - **4.26%**
  - WPR CD:
    - **\$106,291.80**
    - **4.2%**

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
August	\$	3,891,235.46

EXECUTIVE DIRECTORS/STAFF REPORT –

- Admin- Working on preliminary budget. Working on calls with bond council for guidance on future funding strategy.
- Grants- are ongoing, we are preparing for the garrison grant for next spring. Currently reviewing a DOT grant for potential road maintenance at SLP.
- Golf Course- The greens are knifed, and grass is topped. The results for the water testing are in, the well sample for spring 2024 and recent sample directly from the irrigation system. We will get a 3<sup>rd</sup> sample at the end of the season. The shelter is built around the irrigation pump at the course. The sensor for the well is malfunctioning and not reading right currently. The well is still producing the water that is needed. The course is still extremely busy.
- Davidson Park- Slagle services is working on fencing. The west courts will be completed after spring tennis finishes. The East courts were able to be completed prior to the first Fall match.
- HR- We have staffing updates, with 33 currently filled full-time positions we have hired Jaqueline Lilley as Guest Services Specialist, Katie Zufelt as maintenance Janitorial Manager, and Tyler Burnet as Travel Sports Coordinator. We have the rec coordinator and membership specialist positions still open. We have created new roles for our aquatics department - one as a assistant manager and another aquatics coordinator that is a part-time non-benefitted position. We have one resignation, Kirstin. We are also working on scheduling and payroll apps that will go live Jan 2025.
- Marketing & PR- social media is doing good, we now have an aquatics Facebook page, and we will merge that with the Water world page to make it easier for users with updates. Google was down a little during summer months. The brochure is in the process of getting made and should be ready by the middle of Oct.
- Child Sitting- We have 30 new kids join the club house. There were 12 activity days. There was a construction theme party. The 3-month passport special was in Aug and had 37 different families purchase. The new fall hours have started. Starting Oct 1<sup>st</sup>, the ages have updated to 4 months-8 years all day long.
- Parks-In Spring Lake Park we are planting \$15,000 worth of trees. Keeping up with mowing. We are working on road repairs at SLP. The splash pad is shut down after Labor Day. We are getting the outdoor rink ready for water once it is cold enough. We are averaging 450 vehicles a day at SLP it is a busy park.
- Athletic Fields- We are starting to focus on indoors. The Tetons have been practicing at Aafedt. There will still be rec programs on the field through the fall. We will start working on winterizing.
- Facility Operations- There are a lot of requests with all the space here. We are finalizing sports clubs' times and spaces. We tried to work on different ways to get everyone in but that was not plausible at this time so the space used for schools and sports will be very similar to last year. Courts and turf are full, the cage room is being used a lot. Pre-season baseball will start in Oct. Youth volleyball is upstairs

at the Raymond Center. We are getting a big uptake of requests for meeting room rentals. The Raymond center has hosted vendor shows and big events as well. We are training in Jaqueline, the new guest services specialist.

- Maintenance- It will be time to patch the concrete in the pool. We are doing a lot of maintenance and cleaning in the pool. There is constant air handler work on the roof at the ARC. There will be a new janitorial manager that will be a huge help with keeping up with maintenance.
- Aquatics- We are staying busy in the pool. The aquacise classes are growing with 10-15 people per class. The high school had their first home meet, and everything went as planned. Working on running practice drills with lifeguards to make sure that they are ready for any emergency. We are going back to winter hours also. The leisure pool will be closed for cleaning. We are the first to bring adaptive programing and the angel fish to a pool in our area.
- Special Events- Puzzle palooza had 8 teams and the next one is in Oct. We also have multiple skate nights in September, on the 22<sup>nd</sup> there will be a special 70s theme. Nerf wars will be sept 25-29. We are having meetings with the police association about the Spooky Speedway at SLP it will be Oct 27<sup>th</sup>. The school district food pantry will be the beneficiary for the Spooky Speedway.
- Campus Club- All 7 sites are open and fully staffed. There will be 2 family engagement nights with roller skating and a pumpkin patch event.
- Recreation- All fall sports have started for youth and adults. Adaptive programs swim and track are also going. We are working on a special brochure for wonders. Travel volleyball is in the process of getting planned. Preparing for ballin and working on the brochure and indoor programs.
- Fitness- August group fitness numbers were steady, averaging 6 people per class with 945 participants between 142 classes that were offered. We had 87 total personal training sessions. The CHI diabetes education Lunch and Learn was unfortunately canceled last minute but they do plan on rescheduling. Bethel Lutheran Nursing & Rehabilitation did speak to the seniors about admissions to their facility and about 20 seniors attended this. Our back the gym group fitness challenge is on-going with many participants, the were be a drawing for a few raffle prizes later this week to end the challenge. The Active Senior 3-week challenge started with around 50 participants; each person got a calendar to track their progress to turn in at the end for a chance to win some prizes. Unfortunately, the Pheasant Fun Run 5k/10/ was cancelled due to low numbers we will try again next year. We have our fall challenge starting Sept 30<sup>th</sup> and this is a triathlon in a month challenge followed by a triathlon at the end of the challenge on Oct 24<sup>th</sup>.

#### OLD BUSINESS –

- a. Williston Water World- The project is ongoing, and the building will be finished before winter. The slides are completed. We have started in-house planning for how we aim to operate the park. We have two committees, 1 – POS operations, 2 – Maintenance operations. There will be a donor appreciation event on Sept 24<sup>th</sup>. Continuing with bi-weekly owner meetings at the Water World site.

#### NEW BUSINESS –

- a. WPRD Programs & Facilities Masterplan Approval & Adoption- Final draft overview of the completed plan was presented by Interstate Engineering project manager, Gordon Lemmel. Gordon presented on results of the masterplan - Plan vision statement, demographics like age and income and ethnicity, assets, public space quality index, finding level of service, survey for top priorities for facilities and amenities, survey top priorities for programs and activities, community survey and vision, operations and maintenance, staffing and funding for operations and maintenance, findings and support for actions. Recommendations and goals- stewardship, equity, community outreach and engagement, experience enhancement.  
We approve the adoption of the Masterplan MOTION by Jangula, SECONDED by Roness.
- b. JPA Williams County- Site Study W/ Interstate Engineering- This is to spearhead the planning efforts for the new ice facility coming to Williston. Williams County will pay for the planning effort with use of the public

safety tax funds. We want to start site planning to move the project forward. MOTION by Roness, SECONDED by Linghor, we approve the signing of the agreement.

- c. WPRD WSC Ice Usage Agreement RFCC- MOTION by Liffriq, SECONDED by Roness, we approve the WPRD WSC ice usage agreement as presented.
- d. 2025 WPRD Preliminary Budget Forecast- Our budget is a formal update of the budgeting process for WPRD and a preview of next years operational budget. There will not be many changes between the preliminary and the final we unless there is a big change in sales tax collection or an extenuating circumstance presents itself. The balanced budget is in the packet for the board members. This is a living budget and is susceptible to "real time" changes in the case of sales tax fluctuation. MOTION by Roness, SECONDED by Linghor we approve the preliminary budget as presented. ROLL CALL AYE: Liffriq, Roness, Jangula, Heller Linghor. NAY: None. ABSENT: None.

No correspondence or citizens to be heard.

MOTION by Roness SECONDED by Linghor to adjourn the meeting WPRD Regular Board meeting.

MOTION CARRIED.

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager