

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION  
WAS HELD AT 5:30 P.M. Dec 17<sup>th</sup>, 2024, AT THE WARC.**

PRESENT: Liffrig, Jangula, Heller, Linghor

ABSENT: Roness

OTHERS: Barsh, Ludlum, Jerry, E. O'rear, C. Lindquist, Casey, Jordan, Jess, Mike, Lexi, Patrick

Heller called meeting to order.

Additions and Deletions to the Agenda- None

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

MOTION CARRIED.

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

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

**FINANCIAL REPORT – November 2024 Financials**

- Revenue/Expense
  - Revenue- \$992,624.15
  - Expense- \$669,370.71
- Sales Tax
  - 1% Sales Tax: \$1,222,041.45
  - .5% Operations: \$611,020.72
  - 2024 budget monthly sales tax projection \$875,000
- Cash fund Balance at the end of November
  - \$3,846,886.64
- CD's: ASB
  - General Reserve CD
    - \$485,103.56
    - 4.26%
  - WPR CD:
    - \$106,291.80
    - 4.2%

- Total Funds available to WPRD

Cash Available to WPRD 2024 Operations	
Month	
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
September	\$ 4,010,848.67
October	\$ 4,222,424.95
November	\$ 4,549,125.24

#### EXECUTIVE DIRECTORS/STAFF REPORT

##### Admin:

We're working on identifying timelines for upcoming capital projects, updating software to ensure ADA compliance, and enhancing our payroll system. Meetings are being arranged with bond counsel to discuss future finances. The director is engaging with numerous user groups, including the energy group, wrestling club, soccer club, and college, to gauge support for future expansion and discuss funding renewal options. Our current operations are sustained by a 1% sales tax, but additional funding will be necessary for planned growth and due to current bonding situation. We are educating user groups on the funding limitations. WPRD staff cannot participate in advocacy for the sales tax vote; we are limited to informing and educating the community about their options without advocating for a specific outcome. Currently, our facilities serve over 10 user groups, and there are two pathways to vote: obtaining approval from the city or initiating a petition.

##### Grants:

We are awaiting updates on outstanding grants for the road leading to SLP, expected around the New Year. In March 2025, we will apply for an access control grant to enhance park district security.

##### HR:

The janitorial manager position has been filled, and we are currently fully staffed with 35 positions. We are preparing for the launch of new software in January 2025.

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#### Marketing & PR:

Our Facebook engagement has significantly reduced. We've seen spikes with uplifting posts and are restructuring our posting strategy to avoid departmental grouping. Website traffic is slightly decreased, which is typical for this time of year. Five houses have signed up for Archie's Holiday Lights with more than 60 votes cast. National Play Outside Day is the first Saturday of every month, with marketing and special events teams planning related monthly events, starting with Fire and Ice in January.

#### Child Sitting:

In November, we welcomed 20 new families and hosted various themed parties. We offered a Black Friday special for a \$40 one-month passport and are now providing birthday party bookings in the clubhouse.

#### Childcare Programs:

The after-school program is running smoothly. Miranda is seeking additional staff members, and communication with schools is improving. The library has visited all schools.

#### Parks:

Focused on winter maintenance and snow removal. All ice rinks, including the new Moose Park rink, are operational. The foundation collaborated with WPRD on the new rink. Park staff are maintaining lights at SLP and ensuring effective snow removal. Jim extends gratitude to the city for assistance with rink lighting, including Moose Park.

#### Athletic Fields:

All fields are winterized; Peterson is now full-time maintenance within the parks department.

#### Facility Operations:

Ice scheduling at the Raymond Center started in July. There have been some private groups, increased party time availability, and additional open skate times. Chaos Volleyball and vendor shows are upstairs. The Tetons are taking a holiday break from the ice. Reservations have slowed due to the holidays but will increase as the year begins. Mike has organized several pickleball fundraisers. Our first high school wrestling match for the girls' team will be held on the ARC courts. The ARC hosted the Festival of Trees and a soccer tournament concurrently. Guest services managers are exploring departmental expansion to support growth.

#### Maintenance:

Focused on snow removal and training the new janitorial manager.

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#### Aquatics:

November group lessons performed well, with high waiting list demand. With increased staffing, all wait-listed children attended lessons. November saw 48 kids in lessons. While private lessons reduced to 90, Lexi is digitizing records for billing tracking. Angel Fish restarts in March. Aquacise classes average 10-15 attendees, and Saturday river walk hours are now 9-11 am. The Turkey Splash and Dash was successful, and Swim with Santa is upcoming. The Sea Lions finished their season meets, and Swim Fit ends in December, resuming January. We are fully staffed and offering Star Guard training instead of Red Cross. The Fire Department's recent in-service was completed successfully. The hot tub will be cleaned twice in January.

#### Special Events:

November featured Puzzle Palooza and Kids Night Out.

#### Recreation:

Youth programs have concluded for the year, and adult programs finish this week. The upcoming year marks the 100th anniversary of the American Legion boys' baseball program. The Festival of Trees raised \$20,000 for boys' baseball. Chaos Volleyball and the WBBC basketball club are expanding. WBBC raised \$10,000 operating concessions at the Ballin' tournament. Boom Fast Pitch is receiving \$300,000 over three years from the American Legion to turf Field 6. The "Ballin" event drew 82 teams and utilized 8 courts for 22 hours of basketball, 172 games were played in that time span.

#### Fitness:

In November, group numbers were 874 across 134 classes. Personal training conducted 95 sessions, generating \$6,246 in sales post-Black Friday discounts. A total of 210 personal training sessions were purchased. Silver Sneakers saw 200 participants across 17 classes, while on-site senior classes had 155 participants in 11 classes. ASH Fitness gained 7 new memberships with 87 monthly visits. Our Senior Lunch and Learn featured Deborah Palmer, a music therapist, with 22 attendees on November 6th, and Ryan Geltel discussing estate planning on November 26th with 33 attendees. Fitness is preparing for the annual New Year "GO Challenge," running from January 6 to March 6, where participants must complete 2,025 minutes of exercise. The challenge will conclude with a feast instead of a community fair. We are partnering with Gateway to Health to organize a larger Community Health Fair on March 29th. The Turkey Trot raised \$630 for Christmas for Kids with 98 registrants for the 5K fun run. "Pedal for Pie" filled both sessions with a total of 30 participants.

#### Memberships:

We are compiling and organizing monthly visit totals. Board members received a printout comparing last year's numbers with this year's. Jordan is updating our processes to ensure members have direct support for membership inquiries. Our card point processing has been officially canceled; however, some memberships may lapse if members do not update their information promptly.

Draft 12.17.24

## OLD BUSINESS

Williston Water World:

Progress is ongoing with minimal activity during the winter months.

## NEW BUSINESS

2025 Park Board Regular Meeting Dates:

These dates are included in the packet; the board will meet on the third Tuesday of each month throughout 2025.

Executive Director Review:

The Park Board Commissioners have completed their reviews, which were consolidated by the president. Salary adjustments have been made, with a recommended increase of 4.9% to include the standard 3% cost of living and 1.9% Merit.

MOTION by Jangula, SECONDED by Linghor, to approve the raise for the WPRD Director. ROLL CALL AYE: Liffbrig, Jangula, Heller, Linghor. NAY: None. ABSENT: Roness.

Health Food & Beverage Vending RFP:

A vendor approached us to install a healthy option vending machine in the ARC. It would be a single machine with the vendor responsible for stocking it. This agreement will operate on a trial basis. The director sent out an RFP to allow community submissions.

Submissions:

Jack and Juice

NoDak Nutrition

MOTION by Liffbrig, SECONDED by Jangula, to approve Jack and Juice to install a vending machine at the ARC. ROLL CALL AYE: Liffbrig, Jangula, Heller, Linghor. NAY: None. ABSENT: Roness.

Comp Policy - Federal Law Changes:

MOTION by Jangula, SECONDED by Linghor to approve changes to the comp time policy. ROLL CALL AYE: Liffbrig, Jangula, Heller, Linghor. NAY: None. ABSENT: Roness.

No correspondence or citizens were present to be heard.

MOTION by Liffbrig, SECONDED by Linghor, to adjourn the meeting.

MOTION CARRIED.

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager