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**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION  
WAS HELD AT 5:30 P.M. July 16<sup>th</sup> 2024 AT THE WARC.**

PRESENT: Liffbrig, Jangula, Heller, Roness

ABSENT:

OTHERS: Barsh, Ludlum, Kaneko, Jim Cote, Kate Cote, Amanda, Miranda, Mike, Emily, Alexis, Shaleena, Patrick.

Heller called meeting to order.

Additions and Deletions to the Agenda- None

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

MOTION CARRIED.

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

**FINANCIAL REPORT – June 2024 Financials**

- Revenue/Expense
  - Revenue- \$1,209,244.10
  - Expense- \$1,342,094.22
- Sales Tax
  - 1% Sales Tax: \$1,033,640.09
  - .5% Operations: \$516,820.04
- Cash fund Balance at the end of June: Little decrease due to vehicle purchase.
  - \$3,226,527.55
- 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 June 30<sup>th</sup>, 2024: \$3,817,922.91

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

**EXECUTIVE DIRECTORS/ STAFF REPORT –**

- Admin- Working on grants, Heritage grant was declined, met with OHF board in Belcourt Tuesday June 4<sup>th</sup>, they declined because it did not support recreational services. Williston Water World is not considered outdoor recreation as a natural resource

activity. Heritage grant focuses more on forestry projects. Garrison Grant was approved and will go towards SLP. Meetings with department heads will start to go over the budget for 2025, we will go over the wants and needs lists. Capital projects budgets will be gone over so that they can be planned accordingly over the next couple years. The master plan is still ongoing but it has been delayed due to the unknown about other projects like the outdoor pool, another ice rink and other big projects that are in discussion. There are continuous meetings to make sure that this project continues. Planning for the next steps.

- HR- Staffing updates we have started interviews for both open positions we plan to have answers by the end of next week. Looking into the future as far as budgets and timesheets HR is working on speeding up the payroll process and more efficient and will work with a company called "Time Block" to go paperless and start the planning stages and plan to have mobile app for payroll in 2025. You can see your schedule clock in and out and see your schedules. This will sink with black mountain which is where we do payroll. We heard back from the auditors to move forward with a site called tango for rewards and incentives for staff.
- Marketing/Public Relations- All social media is up for the summer. The website traffic is the best it has been since we got the new site. We had a lot of great reviews of our parks. There are over 100,000 views on the site. Public relations has a huge end of summer bash with free food, yard games, bounce house and a discount to get into the ARC if you are not a member. We will be at Chokecherry and at the college for the welcome back week.
- Child Sitting- Emily is stepping down as the manager and Casey will be taking over the position. There were 26 new families in child sitting in the month. We are up 50 visits from last year.
- Parks/Athletic Fields- There are a lot of projects, and it has been hard to work around the rain. There needed to be fencing added between the courts, this was looked over, parks staff went out and got it taken care of. We are spending around \$20,000 a year to kill the moss and weeds in the water at SLP, we are looking into an eco-harvester, and it will drag out the unwanted weeds in the water this machine will cost around \$36,000. There has been some vandalism at parks, the splash pad, Harmon and SLP parks all were vandalized. There is a conversation about adding cameras in some of these places to help keep down vandalism. 47 holes have been cored for the pickleball courts at Harmon Park, we will now have 8 courts instead of 6. The golf course purchased 4 new push carts for members to rent. The clubhouse is doing well, some lights have been replaced and carpet fixed up. The course is very busy. The irrigation is good at the course. Irrigation will have to be replaced but this will wait until the decision on the expansion of the Muni will take place. They trenched power to the new batting cages at Dakota. The ballfields look good, we got the agrilime from the college.
- Facilities- It has slowed down at the Raymond center, there was a concert and roller skating. Working on small jobs there to get it cleaned up. Working on the ice schedule for 2025 coaches are in contact and ready to get schedule. Fall reservations are in full scheduling, soccer may be moving from the Raymond to the ARC. A homeschool wants to have their PE at the Raymond center. In need of a guest services specialist. Now we started equipment check out you have to turn in an item of value. With this new process we have purchased new equipment for members. Memberships are steady for this time of year.

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- Maintenance- HVAC issues are ongoing; they have gotten the system to work. Both Johnson controls and our controls are in working order everything is running but needs some more work. This department is down a staff member hoping to have one by the end of next week. Staff has been reminded of the app that we are supposed to use to send things that need to be fixed directly to maintenance department.
- Aquatics- Swim lessons had 80 kids we are able to run lessons in the morning in summer. Paddle boards are at SLP from 2-5pm as long as the weather is good. Lazy river will be closed for a week in Aug for cleaning. We were approached by a daycare to offer swimming lessons. It would be ran through the child care but they would use our pool, this is just an idea and is not in motion at this time. This will be offered to every child care provider in Williston, and then the next step would be to offer it to the schools to help all children in the community with swim lessons.
- Special Events- Puzzle Palooza had 6 teams in July. We hope to run this in Aug as well. Kids camp is halfway through we are on week 6 of 8 weeks. The last day is Aug 2<sup>nd</sup>. Skate nights will be this month. People are asking for more skate nights. There are talks to have a more permanent day/time summer 2025. Working of partnering with the Police Dept for the Halloween loop. Campus club is also half way through for the summer they will end the last week of July, they have had many different special guests. Campus club enrollment for the school year will open July 17<sup>th</sup>.
- Rec- June was the busiest month many summer sports have wrapped up. T-ball had the highest number with just over 350 kids signed up. Travel baseball is coming to a close with a regional tournament coming up in July. Fast pitch 10u and 14u won in their divisions. T-ball will start again in Aug. There will be another cross clinic in July. Fall and winter programs will open at the end of July. The 16–18-year-old group took 3<sup>rd</sup> place in the fast pitch division.
- Fitness- Group fitness had 1053 participants averaging 7 people for class. We are now offering a new Les Mills Pilates based class called Shapes and there were 5 classes with 44 members attending. We have been working with the Eckert group home kids they have met with us once for a meal prep class and once for a fitness class. All senior classes are full we offered 17 classes and had 212 participants. On June 12<sup>th</sup> we had ARKOS at the ARC for Lunch and Learn followed by CHI on the 13<sup>th</sup> to discuss the topic of Orthopedic Surgery.

## OLD BUSINESS –

- a. Williston Water World- This project is really coming together and is on-going. The plan is to have passes available for sale by Christmas 2024. When water world is open some of our pools will stay open at the ARC but some will close so that there are enough life guards at the water park. There is \$647,000 left to fundraise for operations.

## NEW BUSINESS –

- a. Update Signers @ ASB- We need to update signers for ASB, there are some people not with the park district anymore. They gave us a report of everything that they have of the signers as of right now, there is a list of what needs to be removed and then added. MOTION by Liffriq, SECONDED by Jangula, we approve the updated signers as presented for ASB. ROLL CALL AYE: Liffriq, Jangula, Heller, Roness. NAY: None. ABSENT: None.
- b. Park Board Retreat- This is a retreat to get the board together for a legal strategy meeting that they board will have with all 5 members to discuss future operations. We have to make

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it a public meeting and the agenda topic will be 2025 operations. This meeting can be anywhere from 2-4 hours long, the public can listen if they want to speak, they have to be added to the agenda prior. This meeting is to go over all of the budget and equip the board members with the capital projects list for that will be starting. Hoping to have the meeting at the end of Aug 29<sup>th</sup> but will wait for the new commissioner to make it official.

No correspondence or citizens to be heard.

MOTION by Jangula SECONDED by Roness meeting adjourn.

MOTION CARRIED.

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager