

Approved

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

PRESENT: Liffrig, Owens, Irgens, Jangula, Heller

ABSENT:

OTHERS: Barsh, Blume, K Cote, A Nelson, Iblings, Lynner, Christen, Gillum, Floyd, J Cote, Cox, Havsjvold

Heller called meeting to order.

No correspondence or citizens to be heard.

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

MOTION CARRIED.

MOTION by Liffrig, SECONDED by Owens, we approve Park District bills and Boys Baseball bills. ROLL CALL AYE: Liffrig, Owens, Jangula, Heller. NAY: None. ABSENT: Irgens. Liffrig asked for clarification on the ProIT bill. Joe explained the updates on the technology audit and how they will move forward in the upcoming 3 years.

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

EXECUTIVE DIRECTORS REPORT –

- a. Capital Projects
  - a. Williston Water World (project led by the Williston Community Builders) with the intent of WPRD taking it over when complete. Still fundraising and accepting donations.
  - b. Dakota Park Diamond. Working with the community and WPRD for donations. For the diamond to be added, the courts will be taken out and the playground equipment will be relocated to a different part of the park.
- b. HR/Payroll. Audit is going well and will take place onsite in February. Codes have been updated and cleaned up to start the year 2023. There is still an AFS and Parks full-time position open. We are also promoting a part-time Golf Course Superintendent as well.
- c. Marketing. eUpdate numbers are up, website activity is up. Advertised at the WSC Winter Welcome for the new students and talk about what WPRD has to offer. Reaching out to newspapers and radios. Reached out to current corporate memberships and added 29 new members. Also added 1 new business.
- d. Parks. Facilities are being taken care of, sidewalks kept clean with the amount of snow and ice, Golf Course getting an updated look, helping maintain outdoor ice (added some assistance to the Rickard rink), at the ARC they are starting to replace light fixtures to use LED bulbs to help with utility costs, and working with user groups for the Pete Conlin Arena.
- e. Facility/Reservations. ½ price reservations at the Keel Boat for the next 3 months, filling the meeting rooms for many uses, working on scheduling basketball courts and the turf to accommodate the number of users, the Simulator Room is getting some updates to help make it more useful, working on disciplinary actions for issues that arise, and meeting all the fun new

## Approved

people coming into the ARC this winter season! Our very first WARC Soccer Tourney will be this weekend! We are excited to work with the Williston United Soccer Club.

- f. Front Desk. 4000+ daily visits in December and 10,000+ membership visits. Main focus is to speak with everyone who is passing the front desk, offer program information, and making sure everyone checks in or pays to be in the facility.
- g. Maintenance. Routine maintenance is being done, starting to replace lights in the tennis courts, analyzing the simulator room, and checking items off the app that have been submitted by other staff.
- h. Child Sitting. Just had their Arctic Blast Party on January 16<sup>th</sup>. They had sensory bins with snow and ice and other activities. All activities and photos are posted on the "Child Sitting Clubhouse" Facebook page. The current fitness challenge has increased visits this month in the Clubhouse.
- i. Special Events. The Mom & Son Date Night February 10<sup>th</sup>, Princess Premiere/Butterfly Ball February 11<sup>th</sup>, Nerf Wars in March, and the Mother Daughter Day in April. 192 students are enrolled in the Kidz Quest After School Program and going well!
- j. Aquatics. 2 swim meets recently that went very well. Private lessons and swim programs are serving as many kids as possible. More classes will be added if they can hire more lifeguards. The 50 meter pool is back to short course. February 25<sup>th</sup> will host WDA swimming. Code drills are helping staff improve their response time to issues in the facilities.
- k. Fitness. 135 classes were offered in the month of December. The bid for our next lease has been posted for the fitness equipment. 95 sessions on Personal Training in the month of December. The GO2023 Challenge has 200 participants registered. 319 monthly visits for Silver Sneaker members.
- l. Trails. The Little Muddy Trail is a part of the state challenge for "12 Hikes in the State of North Dakota." We are excited to be a part of it!
- m. Recreation. All winter programs are up and running! Working on welcoming the Teton and Coyotes to help in our youth programs. Working ahead on spring programs and using survey results to make suggested changes. New programs... Boys Breakthrough, Indoor Disc Golf, Co-Ed Basketball Tourney, Cal Ripken Tournament in July.

## OLD BUSINESS –

- a. NA

## NEW BUSINESS –

- a. Sick Leave Policy Update. MOTION by Liffbrig, SECONDED by Jangula, we approve Sick Leave Policy. ROLL CALL AYE: Liffbrig, Owens, Irgens, Jangula, Heller. NAY: None. ABSENT: None.
- b. ARC un-supervised children discussion. We are looking to install a gate turning system by the front desk to help with crowd control, checking in, and making sure we know why they are in the building. Looking into possibly adding a resource officer having a presence in the facility. Currently you have to be 8 years old to be unsupervised in the ARC. You need to be 14 years old to be upstairs. Our current issues are with teenagers, roughly ages 13-16 years old.
- c. Giving Hearts Day February 9<sup>th</sup>. Last year we raised money for senior and child scholarships. We are looking for ideas for this year.

MOTION by Jangula SECONDED by Owens the meeting adjourn.

Approved

MOTION CARRIED.

ATTEST: Mackenzie Blume, Director of Facilities and Programs