

Draft Jan 21, 2025

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION
WAS HELD AT 5:30 P.M. Jan 21st, 2025, AT THE WARC.**

PRESENT: Liffbrig, Jangula, Heller, Roness, Linghor

ABSENT:

OTHERS: Barsh, Ludlum, E. O’rear, Casey, Jess, Mike, Lexi, Patrick, Jim, Miranda, Amanda, Kate, Matt

Heller called meeting to order.

Additions and Deletions to the Agenda- WARC operation agreement between WPRD and the college.

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

MOTION CARRIED.

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

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

FINANCIAL REPORT – December Financials

- Revenue/Expense
 - Revenue- \$999,832.98
 - Expense- \$748,136.46
- Sales Tax
 - 1% Sales Tax: \$980,115.69
 - .5% Operations: \$490,057.84
 - Current average monthly sales tax: \$1,021,570.68
 - 2025 budget monthly sales tax projection \$875,000
- Cash fund Balance at the end of December
 - \$3,926,632.07
- CD’s: ASB
 - General Reserve CD
 - \$485,103.56
 - 4.26%
 - WPR CD:
 - \$106,291.80
 - 4.2%

- Total Funds available to WPRD

Available to WPRD	
Month	Auto Fill
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
December	\$ 4,640,000.91

EXECUTIVE DIRECTORS/STAFF REPORT

Admin:

Working towards future planning and preparation for funding renewal. We are pushing capital projects in and outside of the ARC to communicate the needs of the district to the public. Meetings are set up with staff to see what we need in the next 5-10 years, we are also meeting with JE Dunn and JLG who built the ARC- to identify 10+ year maintenance items. Ideas like a coffee stand, changing the front desk and concession space in the teen lounge to better equip the building to handle our operations would benefit WPRD. Working with Interstate and the county for a new ice facility. Currently we have an outstanding RFP to upgrade our IT switches. Bids will be reviewed, and a firm will be selected at the next park board meeting.

Grants:

Still waiting to hear about the grant for SLP – State SRF. Garrison grant was awarded and scheduled for the 2025 project.

HR:

Our Timeclock app went live for a full payroll. We have been working through glitches and getting the settings right for our daily operations. It exported live into the payroll system. Closing out 2024. We are fully staffed. The new Rec coordinator is now here.

Marketing & PR:

Last month we did a realignment on social media, and it worked, we gained users. We signed with Bakken Living and will have a half page ad and half page article, we will do a fitness ad and article this spring. All the TV advertisements have taken a new look. National Play Outside day is a new event trying to get people to the parks. We will be attending. Career fair and the Community easter egg hunt.

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Child Sitting:

Dec was a little slower due to the holidays. They had a Christmas party, and the kids got a goody bag. A sheriff also came and talked to the kids one day. There was a \$3 day pass special during Christmas Break.

Childcare Programs Campus Club and Kids Camp:

The annual staff Christmas Party was held in Jan. They lost some staff members and need 3 part-time workers for Campus Club. Working on staff for campus club and kids camp this summer.

Parks:

Winter maintenance is keeping paths and parking lots clear. Working on the outdoor rinks, which is burdensome due to them all being weather dependent. We are trying to prioritize which rinks to put most energy into. We need to invest in the infrastructure of our outdoor rink's and will start to prioritize locations for this as potential capital projects.

Athletic Fields:

All fields are winterized. We just approved new bathroom partitions and paint at the Raymond center.

Golf Course:

The golf course is winterized. Ongoing communication with Norby Golf regarding potential expansion. Right now, we are identifying if we need to supplement the water to irrigate the course. We are looking at doing a golf tournament this summer that will be led by the WPRD Foundation. We want to get the foundation better known into the community and inform the community of future plans with the course. We purchased a beverage cart and a utility cart for the golf course.

Facility Operations and Raymond Center:

We are at our busiest time. Tetons started baseball and softball. The turf is completely booked. Dealing with user groups wanting more space and time. The Raymond center is also completely full. We are trying to not tell people no, but we do not want there to be conflict between user groups and the space that they are renting. The guest services team is growing. Trying to improve the reservations system. Working on trouble shooting exterior wall issues with the Raymond center along with other updates that are needed sooner rather than later. We have had to research current facilities to see where we are at and how much we need to upgrade for the ice in Raymond center. We are identifying every project that we can do less than \$10,000 to start working on upgrades. We also need new siding and a new roof. Trying to decide how we handle fundraisers and making procedures to work with non-profits. We are halfway through the ice season. Tetons only had 3 games at home. We had 13 open skates. We are looking into pricing on new rental roller skates due to high demand. There were two skate events in Dec. Chaos volleyball and the soccer club are using the courts upstairs. Ballen in the Basin went well. There will be a cornhole tournament in Jan.

Maintenance:

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The floor robots are here and have been working. They needed some adjustments and now they are operation on schedule. The engine for the HVAC system failed and now we must get a new set up. We have a temporary loaner for now until we get the new one.

Aquatics:

The hot tub is drained and refilled every two weeks to keep the levels in regulation. Lessons for Dec went well, we also continued to expand lessons for instructors and all the kids were off the waitlist for Dec, Jan. There are about 70-80 participants on the waitlist for private lessons. Intro to swimming will start in March. Aquacise is avg 10-15 participants in class. Swim with Santa was in Dec with great numbers. Aquatics did elf on the shelf during Dec also and gave our candy to all kids that found the elf. Seal Lions had a meet and the next one is in early Feb. HS swim girls is over and the boys just started. Diving boards will be available when staff is present. Swim fit started Jan 7th and is going well, there are adult and youth classes. There is a lifeguard training in Jan as well. Recently added a skills day and staff can come in and work on things they struggle with. We are offering public cpr monthly. There will be a water volleyball league that is also new.

Special Events:

Archies Holiday light contest happened, and the winner got 6-month membership. We had mini golf and 95 people showed up because of the great numbers we may start doing birthday parties. National play outside was canceled due to weather.

Memberships:

Skate with Santa

Recreation:

Youth programs are pickleball, tennis, learn to skate, learn to curl, winter sports sampler, boys 3-6 basketball cheer and soccer. Adult programs are flag football, men's basketball, winter adult volleyball. Travel sports programs are baseball, chaos volleyball, WBBC basketball and Boom fastpitch. The wonder bowling is the adaptive program. We got checks from the American Legion for travel sports.

Fitness:

Group Fitness had 576 participants compared to 1,184 in a total of 96 classes compared to 172. These numbers were down due to the holidays. Boot camp ran for the first time in over a year with 22 participants and will run again in Jan/Feb called Love To Boot Camp. Women and Weights had 11, and all programs started in Jan. Personal training we had 85 sessions compared to 125 from last month. Onsite senior classes we provided 10 classes compared to 14 with 101 participants compared to 205 last month. On Dec 3rd we had Joe Barsh attend the Lunch and Learn to discuss the new and exciting things happening at WPRD. The GO 2025 challenge will start in Jan and has 165 participants. This challenge will end with the Challenge Feast where finishers can come have dinner and get their shirts and see who will win the raffle prize. We are partnering with ND Health and Human services Gateway to Health, and we are having a Community Wellness Fair March 29th. and the focus will be the 7 pillars of health and wellness, we are working on acquiring vendors at this time.

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OLD BUSINESS

Williston Water World:

On going and slow for the winter months.

NEW BUSINESS

CDARS accounts/Capitol Funds Discussion:

Communicating with ASB and other banks to learn how to best appropriate WPRD funds for operations and Capital gains. Currently, WPRD General fund is a high interest account, earning 2.45% interest a month up to a cap of \$4mm.

We recommend opening a capital funds account with the same structure as the current general fund and begin implementing revenue transfers with the interest revenue from CD's.

Funds would be appropriated within the Capital Funds account for specific projects. WPRD would reserve the right to change these percentages as deemed necessary for operations.

25% Rainy Day, 20% Capital Purchases, 20% Facilities, 20% Parks, 15% Athletic Fields/ Golf Course.

We believe a floor of \$2.5mm should be established within the General fund, \$500K from current excess in the General fund should be transferred into the Capital Funds account and any excess remaining should be invested into CD's. For the highest interest rate, ASB is offering a 4-month special CD. We recommend using all excess funds available to purchase 4, 4-month Special CD's with revolving maturity dates. This would mean 1 CD would mature every month, giving WPRD access to excess funds while also generating the highest interest possible. Each month, WPRD would have the right to negotiate the interest rate at the relative maturity date of each CD.

MOTION by Roness, SECONDED by Jangula, to approve the opening of a capital funds checking account at ASB and to initiate a deposit of \$500,000 from WPRD General fund, and to approve the purchase of 4 CDs over the next four months. ROLL CALL AYE: Liffrig, Jangula, Heller, Linghor, Roness NAY: None. ABSENT: None.

Park District and WSC Agreement:

This is standard Joint use facility agreement with WSC. We changed it from a 3-year to a 1-year agreement so that we could monitor enrollment at WSC. Over the last 4-5 years, the enrollment has been in decline and unstable and that is why it will be a 1-year. New facilities and programs at WSC give us optimism that enrollment will regain consistency, and we can eventually return this agreement to at least a two-year operating window.

No correspondence or citizens were present to be heard.

MOTION by Jangula, SECONDED by Roness to adjourn meeting MOTION CARRIED.

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager