

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION
WAS HELD AT 5:30 P.M. NOVEMBER 15, 2022 AT THE WARC.**

PRESENT: Owens, Irgens, Jangula, Liffrig

ABSENT: Heller

OTHERS: Blume, Lynner, Floyd, Iblings, Layton, Christen, J Cote, Kitchens, Cox

Heller called meeting to order.

No correspondence or citizens to be heard.

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

MOTION CARRIED.

MOTION by Owens, SECONDED by Jangula, we approve Park District bills and Boys Baseball bills. ROLL CALL AYE: Owens, Irgens, Jangula, Liffrig. NAY: None. ABSENT: Heller

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

EXECUTIVE DIRECTORS REPORT –

- HR: Necie has resigned from her position. Currently, we have an AFS full-time position open, but are filling it with part-time help. The onboarding procedure is being worked on for any new staff that come to WPRD.P
- MARKETING: Social media has continued to grow. We will be participating in a “Holiday Passport” with the Williston Herald. District 7 is allowing us to be a part of the Coyote Corner to share our programs and events weekly. We were welcomed to be on the Tom Simon, Trending Topics when needing to promote our big events. The Corporate Memberships have been updated and we will be reaching out to businesses in the area. Black Friday deals will start the week of Thanksgiving! We will be participating in the WSC Career Fair coming up in November.
- PARKS: We went from mowing to plowing snow! Thankful for our crew working hard getting up the lights for the Holiday Lights Drive.
- FACILITIES: The ARC is getting busy and there are a lot of reservations happening. Working with different user groups to find space. The bag tags are working nicely and less people are walking past the desk. A few more lockers have been ordered for the simulator room to help lock up valuable gear. Mike is currently working on the simulators.
- FRONT DESK: Numbers are growing as the ARC gets busier. We are promoting the NEW Veterans Memberships! Working on customer service and making sure everyone feels welcome. Working on the list of bills due by participants and reaching out to get balances paid.
- CHILD SITTING: Visits keep rising! Grateful for staff and all of the activities that have been added to this department. Patrons will now be checking in and paying at the front desk for Child Sitting (not having to pay in two different places) starting November 28th.

- SPECIAL EVENTS: It was a beautiful day for the All City Halloween Party. Roughly 1300 kids came through. Looking ahead there will be “Skate with Santa” and the “Turkey Trot.”
- RECREATION: Busy busy season! Many youth and adult program options. Our NEW program is Adult Women’s Basketball!
- AQUATICS: Swimming lessons are going well. They have added private lessons during the day which helps get more kids through lessons.
- FITNESS: Shout out to Elizabeth who teaches Youth Pink Gloves! Her program is full and has a waitlist. Personal Training and Group Fitness Classes are going well and new clients are added weekly. Silver Sneakers is growing! Turkey Trot and Pedal for Pie are coming up on Thanksgiving... registration is open. The lease is up for the cardio equipment soon and the bid is ready to go.
- SAFETY: We had a large meeting with employees to go over the codes, using the walkie, recognizing emergency exits, making sure all employees are CPR/First Aid certified, and running drills monthly.
- MAINTENANCE: Looking into switching our lights to LED’s to help save costs. We will be starting in the tennis courts first. Using the Essential Maintenance App to help catch needs in the facility.

OLD BUSINESS –

- a. NA

NEW BUSINESS –

- a. Final budget 2023. Any surplus in the budget will go to future projects and savings. We will be using the sales tax projections purposed by the city. MOTION by Jangula, SECONDED by Irgens, to approve the proposed budget for 2023. ROLL CALL AYE: Owens, Irgens, Jangula, Liffrig. NAY: None. ABSENT: Heller
- b. WPRD Credit Card Updates. MOTION by Jangula, SECONDED by Owens, to approve to increase the credit lines and names on cards as proposed for Williston Parks and Recreation District. ROLL CALL AYE: Owens, Irgens, Jangula, Liffrig. NAY: None. ABSENT: Heller. MOTION by Owens, SECONDED by Jangula, to approve to increase the credit lines and names on cards as proposed for Boys Baseball. ROLL CALL AYE: Owens, Irgens, Jangula, Liffrig. NAY: None. ABSENT: Heller
- c. First State Bank CD Signers update. MOTION by Irgens, SECONDED by Owens, to approve the updates to the First State Bank CD signers. ROLL CALL AYE: Owens, Irgens, Jangula, Liffrig. NAY: None. ABSENT: Heller

MOTION by Jangula SECONDED by Irgens the meeting adjourn.

MOTION CARRIED.

ATTEST: Mackenzie Blume, Director of Facilities and Programs