

Approved

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

PRESENT: Liffbrig, Owens, Jangula, Heller, Roness

ABSENT:

OTHERS: Barsh, Ludlum, K Cote, J Cote, Iblings, Amanda Nelson, Emily O’Rear, Cassidy Lindquist, Patrick, Alexis, Mike, Renee, Chris, Kazuma

Heller called meeting to order.

Additions-

- WPRD Vehicle fleet RFQ

MOTION by Jangula SECONDED by Roness 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: Liffbrig, Owens, Jangula, Heller, Roness. NAY: None. ABSENT: None.

**FINANCIAL REPORT –**

**December 2023 Financials**

- Revenue/Expenses
  - December Revenue: \$1,543,327.22
  - December Expense: \$1,267,084.81
- Sales Tax
  - November 1% Sales Tax: \$1,078,197.07
  - November .5% Operations: \$539,098.53
- Cash Fund Balance at the end of December (Banyon):
  - \$2,829,613.96
- CD’s: ASB
  - General Reserve CD:
    - \$465,669.87
    - 4.1%
  - WPR CD:
    - \$102,013.31
    - 4.12
- Total Funds available to WPRD as of December 31st, 2023: \$3,413,321.47

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

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#### EXECUTIVE DIRECTORS REPORT –

- Purchasing a series of computers to start a recycle program with all computers in the district
  - We are making sure that we have working computers for all operations at all times but need to make sure our infrastructure is up to date beforehand.
- Masterplan- Interstate just finished the survey and we the advisory committee will meet soon to review the results. Staff did a zoom call with Pros Consulting. information request for all maintenance operations. Pros consulting will be working with us on the CAPRA as well.
- Grants- The CVB grant is outstanding, we are expecting feedback in the upcoming weeks. The priority of this grant is:
  - RFCC Scoreboards, Harmon park pickleball, Davidson park tennis, Spring lake park Frisbee Golf.
  - The Heritage and Garrison grants are due in March and are focused on natural resource projects like our frisbee golf course and spring lake park.
- Davidson park Tennis Complex Restoration project is ongoing – fencing & spectator seating are the remaining projects to complete.
- Williston Water world is ongoing – constant progress with construction. The waterpark will now feature a ninja cross system.
- HR- Sandra turned in her resignation and was replaced by Selvia who was already working part time.
  - Selvia will expand on her janitorial responsibilities – we will not replace the Janitorial Manager position.
  - Auditors will be here mid-Jan to work on taxes.
  - Black mountain is proposed to start in March.
- Marketing/PR- All social media was down due to the holidays. Chaos Volleyball now has their own Facebook page. We are working on posting videos of programs and events.
  - 10<sup>th</sup> bday planning has started
  - The community needs survey was completed, and we had a winner of the year free membership. 736 surveys were completed.
  - We added a page to our website specifically for sponsorship and donors to specific programs.
- Child sitting- 7 new kids in December and good numbers.
- Parks- working on the outdoor rink at Western Star. Flooding the rinks at Rickard & Davidson is underway as well.
  - SLP and Harmon lights are done for the season.
  - We are doing minor painting and maintenance at parks what can be done in the cold.
- Raymond- Ice is busy with 13 open skates, no Teton games as of yet but there are club games and practices. The upstairs. is busy with soccer, the ballin tournament and other vendor shows and sports. There are a lot of requests for private ice-skating parties, and we are trying our best to fit them in.
- Facility/Operations- ARC reservations are busy with travel and high school teams. All spring sports are already filling space and the turf, tennis and basketball courts are filled at all times.
  - Lockers are being replaced and repaired.
  - Spring reservations are filling up the facility.
  - The cage room has been the busiest that it has before, which will help with more space in the turf room.
  - Travel baseball, soccer and baseball will be 5 nights a week starting in March.

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- Maintenance- The light project is still in progress. The new night cleaners have been here a month, and everything is going well. The generator PM maintenance was completed.
- Aquatics- Lessons are going good with 46 kids in lessons. Private lessons are good and still have a waitlist. Aquacise averages about 10-15 per class. Swim fit started Jan 2<sup>nd</sup>. Youth swim fit also started. In-house training is ongoing to keep all guards up to date with training.
- Special Events- Puzzle palooza is the second Tuesday of every month. Date night will be at the Raymond center Feb 9-10.
  - Campus club is seeking sponsors to help with cost. They are fully staffed.
- Recreation- all winter programs are running and reaching higher numbers than ever in the past.
  - Highest number of boys basketball
  - Highest for chaos travel volleyball
  - Wonders swim lessons will be coming soon.
  - Working on the new app for rec programs so that information can be sent to parents faster.
- Fitness- Group and personal training numbers are steady.
  - We are now offering Silver and Fit and Active and fit to help with costs of memberships.

## OLD BUSINESS –

- a. Williston Water World- Update provided in staff reports.

## NEW BUSINESS –

- a. Facility Usage Agreement: WSC
  - a. Revisions for a one-year agreement with a new fee and lowered the floor of the agreement with a cap of \$300,000. This is for one year. Rosters will now be provided by guest services in a timely manner so that students that are no longer at the school do not receive free membership. MOTION by Jangula, SECONDED by Owens. ROLL CALL AYE: Liffrig, Owens, Jangula, Heller, Roness. NAY: None. ABSENT: None.
- b. Policy #470 Sick Leave Bank- Update
  - a. If an employee goes over 480 hours, it goes into the sick bank. There are hours that were there from people who no longer work here or have passed away. The new sick policy would only have the current employees to be included in the sick bank. The new cap would be 5000 hours instead of no cap.
  - b. Need to annually approve this policy due to the change in sick-bank committee members. MOTION by Owens, SECONDED by Jangula. ROLL CALL AYE: Liffrig, Owens, Jangula, Heller, Roness. NAY: None. ABSENT: None.
- c. Water License And Usage Agreement Contract: Municipal Golf Course-
  - a. The use of surface and sub surface water usage to irrigate or have full access and control to the water with the City of Williston. The only thing that changes is the usage of the surface water to use for irrigation. This contract does not change any current operations at the Municipal Golf Course. MOTION by Liffrig, SECONDED by Jangula. ROLL CALL AYE: Liffrig, Owens, Jangula, Heller, Roness. NAY: None. ABSENT: None.
- d. WPRD Vehicle Fleet RFQ
  - a. There are many vehicles that are no longer used on a daily basis. We would like to move forward from those vehicles to subsidize our fleet to have safe and working vehicles. We would like to solicit dealers and firms to appraise what we have now to go towards new vehicles for WPRD operations. We are asking for board approval to

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send out a request for quotes, this is not a request to purchase at this time.  
MOTION by Liffrig, SECONDED by Jangula. ROLL CALL AYE: Liffrig, Owens, Jangula,  
Heller, Roness. NAY: None. ABSENT: None.

No correspondence or citizens to be heard.

MOTION Owens by SECONDED by Roness the meeting adjourns.

MOTION CARRIED.

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager