

Approved 11.19.24

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION  
WAS HELD AT 5:30 P.M. OCT 22, 2024, AT THE WARC.**

PRESENT: Jangula, Heller, Roness, Linghor

ABSENT: Liffrig

STAFF: Barsh, Ludlum, Kaneko, Laurie, Jordan, Jim Cote, Kate Cote, Tyler, Casey, Amanda, Jess, Mike, Shaleena, Patrick, Emily, Miranda, Sarah

OTHERS: Rory,

Heller called a meeting to order.

Additions and Deletions to the Agenda- N/A

MOTION by Jangula 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: Jangula, Heller, Roness, Linghor. NAY: None. ABSENT: Liffrig.

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

**FINANCIAL REPORT – September 2024 Financials**

- Revenue/Expense
  - Revenue- \$1,510,940.68
    - Access revenue due to movement of Federal Grant Account funds to general fund + day-to-day operations. This is from the after-school program we are no longer using the federal grant for this program.
  - Expense- \$1,391,326.14
    - Access expenses due to passthrough of state and grant for Williston Water World that we received from the state.
      - \$563,541.00
- Sales Tax
  - 1% Sales Tax: \$894,304.78
  - .5% Operations: \$447,152.39
- Cash fund Balance at the end of September
  - \$3,317,568.75
- 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 2024: \$4,010,848.67

Available to WPRD

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

EXECUTIVE DIRECTORS/STAFF REPORT –

- Admin: We were approached to add a health food vending machine from a company in town. We sent out an RFP to all other vendors to give them a chance to make an offer. We are wanting to add some type of vending service infrastructure in the future. We will only add a vending machine for now that the company will have to take care of. This will not cross over with our exclusive agreement with Coca Cola.
- Grants: The outstanding grant is the ND Road Fund to get the road paved at SLP. Robert Herman trust was denied.
- Golf Course: The course closed on Oct 20<sup>th</sup> and is being winterized. There were some issues with the filters and getting backed up, but they are improving. Sarah did great work in the club house over the summer, there have been many improvements made.
- Davidson Park- The project is ongoing. Will finish the fence once tennis is finished.
- HR- Staffing updates, we have two new employees Jordan the membership specialist and also Lourie that will be the Special Events Coordinator which will fall under the rec department now. We have combined the after-school programs campus club and summer camp, and Miranda will be in charge of that. Working with timeclock still and will start staff training on the software in November and plan to go live Jan 2025. Working back with taking steps with CAPRA.
- Marketing & PR- Social media accounts are up the aquatics page has 200 followers now. The new brochure is out to all the schools this will be for Jan-May 2025 programs. Programs will open the first week of Nov. Working on a news commercial. Working to make the website ADA compatible, this is a federal regulation that will go into effect in 2026. We were at the WSC career fair and will attend the WHS career fair. We will participate in the Trail of Treats this year as well.
- Child Sitting- In September 31 new kids joined the clubhouse. Every day there was a planned activity for the kids. The bookmobile comes once a month for story time with the kids. We brought back punch passes for people that do not need monthly passports. The new age group also started 4 months to 8 years.
- Parks- There are about 70 new trees planted at SLP. Trees were down at multiple parks due to wind, and they are now cleaned up. Working on irrigation and the project is moving ahead. Decommissioned the old well due to the new school being built. The ice is on at the RFCC. The air handler is still not working properly. Outdoor courts have been winterized and we have moved back inside.

- Athletic Fields-
- Facility Operations- Working on the hockey club schedule and scheduling ice time for events, parties, and open skate. Raymond center weekends are booked through the second week of June. New volleyball clubs use the upstairs at the RFCC. Pre-season baseball and soccer tryouts have started, and they are inside at the ARC. Working on booking through April. Working on blocking out courts for basketball clubs. Working with front desk staff training and keeping up with the influx of people inside at the ARC now that the weather is cooling off. Working on getting the indoor track painted, getting new tables and chairs so that we do not have to move around the ones that we have so much. Finalizing all the reservations.
- Maintenance- We had AVI do the fire panel inspection and replaced a fire protector. Got the room dividers looked at and waited for a quote to replace the ones we have now. The seal on the bottom does not drop and needs to be fixed. They have a ten-year life which is what we are at now. The air filters have been changed for the quarter. The pully for the turf divider piece came and was able to be fixed. Cleaning the pool. The safety committee will be doing safe forklift operations next.
- Aquatics- Everyday operations in swim lessons, revamping group lessons and then moving onto private lessons. Hiring new guards and people to help with the long waitlist for lessons. The pools are getting acid washed. The slides got cleaned as well. There are a few swim meets coming up. The WDA HS swim meet will be in Nov.
- Special Events- Oct puzzle palooza had 12 teams. The next one will be in Nov. Skate night for Oct had a special campus club night and ended the season with a costume party. Roller skating will be back in March 2025. The halloween loop will be Oct 27<sup>th</sup> and has a new route to help with traffic. There will be traffic control to help with the change. There will be 4 stops on the Spooky Speedway, the food bank, free hot dogs from Liberty oil field services, the library with books and the last stop is the bag of candy.
- Campus Club- There is a new Manager, Miranda has taken over this program. All 7 sites are open. We are in need of staff so that we can get the waitlist cleared. Oct 16<sup>th</sup> was family night at the pumpkin patch.
- Recreation- In-house youth programs are soccer, cheer, flag and tackle football, basketball and youth pickle ball and you tennis. Adult soccer, volleyball is now inside, flag football. Adaptive programs had wonders swim lessons, track and an ATV event and soccer. Tyler took over as the travel sports coordinator. He is working on scheduling all the games. The basketball club is in their 3<sup>rd</sup> season of the K02 program. They are doing tryouts this year which is new. Boom fast pitch is doing off season work, tryouts will be jan-feb 2025. Working on streamlining fundraising and sponsorships for rec programs. Still in need of a Rec Coordinator.
- Fitness- September group fitness had 1055 participants, and we offered 139 classes. Women and Weights finished the first round of the fall, and the next round will start in Nov the 9am is full so we opened another time at 10:15 am due to the high demand for the class. Youth boot camp has finished, and the next 4-week round will start at the end of Oct and is full with 14 kids. Youth Pink gloves boxing finished its first round, and the next one will start the first week of Nov and has 9 girls signed up so far. Kids night outran in Sept. and had 67 children attending, tyke time went every Friday for 4 weeks in sept with over 100 kids attending between all 4 sessions averaging 35 kids per week. Personal training completed 115 sessions compared to 87 last month. There were 211

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passes purchased compared to 34 last month. SilverSneakers had 683 check-ins in September and 178 participated in our group fitness classes.

OLD BUSINESS –

- a. Williston Water World- The building will be done before winter. The live stream is still active.

NEW BUSINESS –

- a. Rory Borho- Moose Park- There will be no vote tonight it will be tabled to have conversations about irrigation. We just want to make sure that the board is aware of the request. We also want the support of the community to move forward.

- a. Rory is proposing to add a sheet of ice for outdoor ice skating at moose park. He has found a rink kit for under \$5000 it is 44' by 88' and can be removed after each season, you would only have to buy a new liner every year. This would be for young kids not for programs. This is not for club practice it is open to the public and would mostly attract 4–10-year-olds. As of right now there is no lighting planned there are only streetlights on the corner at the park. There is concern about the sprinkler system because there are sprinkler heads where the rink would go. There would have to be rules set in place because it will be a small rink and in close proximity to houses.

- b. 2025 WPRD Final Budget Forecast- Due to Sales tax funding, our budget is very tied to real time economic conditions. We call it a forecast because in its core, it is a projection dependent on future sales tax collections. It is a living document that is reviews in detail quarterly.

- a. MOTION by Linghor, SECONDED by Jangula, we approve the 2025 WPRD Final Budget forecast ROLL CALL AYE: Jangula, Heller, Roness, Linghor. NAY: None. ABSENT: Liffbrig

- c. Policy 141: Generative Artificial Intelligence (AI) Chatbot Usage Policy- This policy is designed to guide WPRD approved usage of AI technology to improve efficiencies while protecting the organization. There will be onboarding and a compliance form that all employees will have to sign, prior to usage. WPRD will prioritize the use of AI technology as a tool.

MOTION by Jangula, SECONDED by Roness, we approve Policy 141.

- d. Policy 265: Payroll Advance- This policy will put measures into place to support staff if they are in need of an advance. This will help employees in times of need without jeopardizing the organization, this would just be a loan and would have to be paid back in a certain amount of time. There will be consequences if it is not paid back on time.

MOTION by Linghor, SECONDED by Jangula, we approve policy 265.

No correspondence or citizens to be heard.

MOTION by Jangula, SECONDED by Roness, the meeting adjourn.

MOTION CARRIED.

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager