

Approved

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION  
WAS HELD AT 5:30 P.M. JUNE 20, 2023 AT THE WARC.**

PRESENT: Liffrig, Irgens, Jangula, Heller

ABSENT: Owens

OTHERS:

Heller called a meeting to order.

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

MOTION CARRIED.

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

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

EXECUTIVE DIRECTORS REPORT –

- Financial – WPRD steadily has been building our reserve fund and things are going well. Grants have been approved and more applications have been applied for, to help with bigger items or renovations.
- Parks – busiest season of the year! Crews continue to keep up with regular maintenance and continue to work on the new Dakota Park Field #3. The skate park was closed due to graffiti and opened 2 weeks later. We are hoping the public continues to help us report any potential problems. A new shed was purchased and placed at the Western Star near fields 6, 7 & 8.
- Front Desk – District 7 has made a deal as a part of the corporate program to gift all of their staff to receive a free yearly membership (with an additional 50% each additional family member.) The building is a little less busy this time of year, but very consistent. Kids Camp and Campus Club are utilizing the ARC 2 days a week.
- HR/Payroll – Travis Kitchens and Dave Matlak have moved on from their maintenance positions. We now have a full-time Maintenance Supervisor position and are adding an Aquatics Maintenance position. Mackenzie Blume has also put in her notice and will be done in August; this will open the Director of Facilities and Programs position as well. We are beginning to look at a new payroll system to replace the current “Banyon” system we are using. All job descriptions have been updated.
- Marketing/PR – Our social media has been going great. We have been reaching out to the Herald for a few articles to be written for WPRD. Marketing was present at the Airport Marathon and hope to be present at the Chokecherry Festival.
- Child Sitting – June was a great month with an average of 60+ visits per day. They continue to hold monthly parties and weekly events.
- Golf Course Clubhouse – We now have ONLINE tee times! Rental clubs are doing well and those that want to try out our course now have options. The Driving Range is open. The Food &

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Beverage license was approved, and they now have pizzas, mozzarella sticks, etc. available. An ATM has been added to the Clubhouse.

- Facilities – Camps in the gymnasium, Keel Boat weekends are booked up, meeting rooms are consistent, helping host Lemonade Day with the Chamber, many reservations at the Raymond Center. Working with details for schools and sports teams to maximize use for the time they will need in the fall. Golf Simulator got a new touch screen. Wood floors are being resurfaced (2 racquetball courts and the fitness rooms are completed.) New seating in the hallway and has been easier to keep clean.
- Maintenance – Turf lights are almost complete (6 left over the batting cages.) Air handlers had a round of preventative maintenance. Working with contractors on the Hot Tub leaking issue.
- Special Events – Puzzle Palooza and our new Dude’s Day are our current events, as well as Roller Skating public and private parties. Kids Camp and Campus Club have been having great success with their community guest volunteers. Thank you so much for all our guests and for the fun they have been providing!
- Recreation – Soooo busy! Numbers are high and families are getting involved in multiple programs. The new program, Summer Cycle, has been a great addition. Many tournaments have been scheduled/completed at Aafedt Stadium and Dakota Park. Our new volunteer process through the program “Sign Up Genius” has been very successful and a big shout out to the parents and kids that are completing their hours. There will be cornhole fundraiser tournament for the Williston Wonders on July 31<sup>st</sup>.
- Fitness – 145 classes were offered last month. 593 Silver Sneaker visits, numbers have been increasing which we are excited to see! We have received a grant to purchase 4 benches and 1 dog station to go along the Muddy Trail. 2 bike repair stations have also been purchased and will be placed at Spring Lake Park and on the Little Muddy Trail.

### OLD BUSINESS –

- a. Harmon Park Pool Building. Should be taken care of sometime this summer.
- b. Dakota Park Field 3. Moving forward.
- c. Williston Water World. Hoping to break ground in July-August.

### NEW BUSINESS –

- a. Municipal Golf Course Addition. We would like to expand the Golf Course and replace some infrastructure. Proposal to add the Municipal Golf Course Expansion to the Master Plan with Norby Golf Course Design. MOTION by Liffriq, SECONDED by Irgens, to table the proposal to add the Municipal Golf Course Expansion to the Master Plan with Norby Golf Course Design until committee members meet with the city and visit with the County regarding any other land available.
- b. Updated Compensation Policy. MOTION by Liffriq, SECONDED by Irgens, we approve the updated Compensation Policy. ROLL CALL AYE: Liffriq, Irgens, Jangula, Heller. NAY: None. ABSENT: Owens.

No correspondence or citizens to be heard.

MOTION by Jangula SECONDED by Liffriq the meeting adjourn.

MOTION CARRIED.

ATTEST: Mackenzie Blume, Director of Facilities and Program