

Approved

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION
WAS HELD AT 5:30 P.M. NOV 14th 2023 AT THE WARC.**

PRESENT: Owens, Jangula, Heller, Liffrig

ABSENT:

OTHERS: Barsh, Ludlum, Shawn Ronas Lynner, K Cote, Iblings, Kaneko, Chris, Mike Emily, Alexis, Renee, Shaleena

Heller called a meeting to order.

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

MOTION CARRIED.

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

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

EXECUTIVE DIRECTORS REPORT –

- a. Admin- Working through reviews for full-time staff. The director is meeting with managers and talking through all reviews.
 - a. Working on the feedback gathering stage of the masterplan. Staff is not included this is done by the community and the focus group. The next step will be a community-wide survey.
 - b. We have one outstanding grant that we are waiting to hear back on. Plans to apply for the Heritage grant in the future with ideas to clean up the water and trail work at Spring Lake Park.
 - c. The Davidson Park project is in the fundraising part to raise money to get a new fence and spectator seating.
- a. HR- Staffing is fully staffed at 33. Prepping for the end of the year audits.
- b. Marketing/PR- social media is busy with lots of traffic. There are a lot of newsletters going out with 60 percent read rate. In the process of making the Jan-May brochure which will go out before Christmas break. Williston Wonders was highlighted in the NDRPA Focus magazine. We are updating and rebranding our logos and flyers.
- c. Child sitting- Party Day had 91 kids. There have been volunteers including the Sheriff's dept, and fir dept. There were over 20 new kids last month.
- d. Parks- Winterizing is finished. Working on Christmas lights and SLP and Harmon. Helping with the outdoor pool removal. There is no definitive plan for the space at Harmon so when it is cleaned up we will take community feedback and ideas to discuss what we want to put in that space. All athletic fields are winterized.
- e. Golf course- It is closed and winterized. We got feedback from the users on what they wanted fixed for next season. Car paths will be worked on, sand traps will also be looked into. We anticipate having a fully operational driving range with grass next season. Course operations have improved over the last couple years.

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- f. RFCC- Ice is in and being used and is very busy. Soccer starts in November upstairs. Conlin arena sound has been installed and updated with a wireless mic and Bluetooth both in the entire arena.
- g. Facilities- The ARC is busy with sports, tournaments, and vendor shows. We are working on scheduling out more into the future so that we know what space we have open. Baseball and softball have started and are using the turf. Working on reservations for clubs and groups that are not sports but need space.
- h. Guest Services- We have had a continuous increase in membership with adults, over 400 for the month. Working on black Friday special. The front desk is working on team building meeting and front desk training.
- i. Maintenance- A sprinkler head was broken with a leak but due to a good response from staff the mess was contained without damage. Working on light fixtures and bulbs changed in the building. Working on a new night cleaning crew bid, a full-time janitor resigned and with that funding opening up instead of hiring another full-time staff we decided that a cleaning crew would be the best route. Working on the contract and working with Mr.Shine. This will help with deep cleaning while the building is closed. This opens staffing to clean over at the Raymond center as well.
- j. Aquatics- Swim lessons and private lessons are full. 41 kids in lessons total. PM Splash Fitness was canceled for the rest of the year due to a instructor being out for health reasons. Floating pumpkin patch was a great event. Swim with Santa coming soon. There was a training with the fire department.
- k. Special events- Next puzzle palooza Nov 16th with 15 teams signed up. Moving forward in 2024 there will be puzzle palooza the second Tuesday of every month except summer. Costumes on ice was a big hit. Skate with Santa is coming up in Dec. Campus club is in need of 3 more staff members.
- l. Recreation- Oct/Nov programs are well underway and are full. Travel Volleyball is in the process of forming a committee with parents to help with the program. Wonders program is growing, and Richard 3rd graders will be doing a fundraiser for this program. Tackle football will be adding a sponsorship program. K-2 basketball program has over 150 kids. American Legion donated over \$7000.00 worth of basketballs. Ballen in the Basin and Candy Cane soccer tournament is coming in December.
- m. Fitness- Group fitness has steady numbers. Personal training is steady with the next sale on Black Friday. The Turkey Trot and Pedal for Pie are Thanksgiving Pedal for Pie will run twice and is full.

OLD BUSINESS –

- a. Harmon Park Pool Building
- b. Williston Water World- Ongoing on site. There will be a live stream site visit Dec 7th.

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NEW BUSINESS –

- n. WPRD Park Board open seat appointment- We had two candidates that applied, and they did interviews with a committee. After all the interviews they recommended Shawn Roness. This appointment will last until the regular election period in June 2024. To remain on the board in a permanent position, Shawn will have to run officially in June.

MOTION by Jangula, SECONDED by Owens, To approve Shawn Ronas on the park board. NAY: None.

ABSENT: None.

- a. Vending exclusivity proposals review- We were approached for exclusivity contract by Coca-Cola and so after extensive research and also reaching out to Pepsi to give them a chance to compete we recommend moving forward with a 3-year agreement with Coca-Cola as an evaluation

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period. MOTION by Owens, SECONDED by Jangula, To approve the three year contract with Coca-Cola exclusive deal. ROLL CALL AYE: Liffrig, Owens, Jangula, Heller, Roness
NAY: None. ABSENT: None.

- b. Overnight cleaning bid review MOTION by Jangula, SECONDED by Roness, To approve the bid to move forward with the process with Mr.Shine as the new overnight cleaning crew for a one year 5 night a week contract. ROLL CALL AYE: Liffrig, Owens, Jangula, Heller, Roness
NAY: None. ABSENT: None.
 - a. Mr. Shine- Lowest bid \$6250.00 a month
 - b. Baker Cleaning Services LLC- \$7200.00 a month
 - c. Best Choice Cleaning Service LLC- \$ 7000.00 a month
- c. Policy updates
- d. AMEND- policy 110: Conflicts of interest-MOTION by Owens, SECONDED by Roness, to amend the policy. NAY: None. ABSENT: None.
- e. AMEND TITLE: Policy 400 Health and Life Insurance- MOTION by Jangula, SECONDED by Owens, to amend the policy. NAY: None. ABSENT: None
- f. AMEND: Policy 210Recruitment and selection process- MOTION by Roness, SECONDED by Jangula, to amend the policy. NAY: None. ABSENT: None
- g. NEW POLICY: Policy 680 Termination and end of employment- MOTION by Jangula, SECONDED by Owens, to except the new policy. NAY: None. ABSENT: None.
- h. NEW POLICY: Policy 690 Social media policy- MOTION by Jangula, SECONDED by Owens, to except the new policy. NAY: None. ABSENT: None.

No correspondence or citizens to be heard.

MOTION Jangula by SECONDED by Owens the meeting adjourn.

MOTION CARRIED.

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager