

Approved 11.18.25

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION
WAS HELD AT 5:30 P.M. October 21st, 2025, AT THE WARC.**

PRESENT: Liffrig, Heller, Linghor, Roness

ABSENT: Jangula

OTHERS: Barsh, Kaneko, Lilley, Lynner, A Nelson, Coles, O’Rear, Iblings, Layton, Ihli, L Christen, Lee Luscht

Heller called meeting to order.

Additions and Deletions to the Agenda – Closing of Old Bond Account = New Business H

MOTION by Liffrig SECONDED by Roness we approve the minutes of the previous meeting and special meeting as received.

MOTION CARRIED.

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

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

FINANCIAL REPORT – September 2025 Financials

- Revenue/Expense
 - September Revenue: \$1,044,207.37
 - September Expense: \$1,086,796.21
- Sales Tax
 - 1% Sales Tax: \$774,424.68
 - Current average monthly sales tax: \$980,244.77
 - 2025 budget monthly sales tax projection \$895,833.34
 - Total 2025 budgeted Projected Sales Tax receipts
 - \$10,750,000.00
 - YTD = \$10,279,080.87
- Cash fund Balance at the end of September
 - \$2,268,271.64 WPRD General Fund
- Capital Funds
 - \$1,006,098.02
- CD’s: ASB
 - \$1,376,193.71

	WPRD CD 1	WPRD CD 2	WPRD CD 3	WPRD CD 4	
Interest	4.25%	4.25%	4.25%	4.25%	
Maturity	9/24/2025	10/27/2025	7/27/2025	8/25/2025	
May	\$ 345,257.67				
June		\$ 345,099.08			
March			\$ 345,336.96		
April				\$ 340,500.00	
CD#	CD Name	Balance	Maturity Date	Rate	Term
113506	WPRD #1	\$350,202.42	1/24/2026	3.85%	4 Month
113688	WPRD #2	\$350,001.38	10/27/2025	4.25%	4 Month
113910	WPRD #3	\$345,336.96	11/27/2025	4.25%	4 Month
114223	WPRD #4	\$345,336.96	12/25/2025	4.25%	4 Month
113761	Legion #1	\$51,418.83	2/13/2025	3.58%	4 Month
113803	BRWS #1	\$50,710.27	11/13/2025	4.25%	4 Month
114165	Legion #2	\$50,710.27	12/15/2025	4.25%	4 Month
114447	BRWS #2	\$50,716.09	9/14/2025	4.25%	4 Month

Available to WPRD	
Month	WPRD Cash fund Balance + CDs
January	\$ 4,828,614.70
February	\$ 5,103,147.78
March	\$ 5,089,043.41
April	\$ 5,140,454.85
May	\$ 4,994,712.89
June	\$ 4,865,048.06
July	\$ 4,617,882.95
August	\$ 4,677,184.82
September	\$ 4,665,247.38

Notes: In September, we received all but one reimbursement check from Williston Community Builders. The outstanding check was received in October and will be reported in the October finance report. We are still going through winterization. As of October, we no longer have to pay out half of the tax revenue for the bond. The bond indenture will close tomorrow. There will not be a bond payment in October and the district will keep the entire sales tax collection. We will look at approving 2026 budget in December due to funding changes.

Anticipated Incoming Revenue: Water World Year 1 operating expenses is still being determined as we continue to navigate expenses. We are working through winterization currently and there are outstanding costs remaining. Bond related reimbursement eligible expenses – any expenses paid by WPRD general within 60 days of new indenture, which are associated with bond related projects are eligible for reimbursement from bond proceeds. So far this only pertains to the Golf Course

Approved 11.18.25

expansion project – estimated at \$50k. New bond indenture “kick backs” – with the new restructure of WPRD bonding – “buckets” that were filled on the behalf of WPRD to serve as “restricted reserve funds” on the past indenture will be released back to WPRD. Per Colliers, these funds will be credited back to WPRD General prior to year end, 2025. Current projection is \$250k.

EXECUTIVE DIRECTORS/STAFF REPORT

Admin:

- Continued progress across the District’s key initiatives.
- Capital projects advanced on schedule, staffing plans for 2026 were refined and CAPRA accreditation efforts remained on track.
- Marketing and public engagement showed growth while operations teams efficiently transitioned facilities and programming for the winter season. Financial performance remains stable and is sustaining success in the coming year.
- Bond is closing tomorrow.

Grants:

- ND Special Road Fund has been approved which will be for the Spring Lake Park Overlook road work. We were awarded \$149,204 on 4/9
 - o Due to engineering requirements, this project is now being planned for the Spring 2026 bidding season.
 - o We’d like to thank the City Engineering Office for handling the engineering requirements.
 - o ND Century Code: 40-49-16
- Outstanding
 - o Robert E. Herman Trust
 - Miracle League Field
 - WPRD was denied but we will keep working to get support from this grant.

Capital Projects:

- Ice/Turf Facility
 - o RFQ is now in advertisement.
 - o Committee will meet tomorrow with all the bids and recommendations will be at Park Board next month.
 - o Schedule of events were discussed and may be subject to change as determined necessary by the CMAR Selection Committee.
- Golf Course Renovation
 - o RFQ is now in advertisement starting Oct 18th.
 - o Lots of feedback from firms right now. A lot of national interest – getting interest from PGA course experienced firms. Once CMAR is finalized, they will come to park board to update.

Approved 11.18.25

- Project schedule were discussed with an anticipated construction start date of June 1st, 2026.

Pros Consulting: Strategic Growth

- Mike Svetz has been working a lot behind the scenes thus far.
- Mike will be in Williston for In-person meetings which have been scheduled for the week of November 17th.
 - Focus Group meetings: 11/17-21st
 - WPRD Board meeting: 11/18
 - WPRD Foundation meeting: 11/19
 - WPRD+Foundation (Retreat): 11/20

HR:

- WPRD currently has 34 salaried positions available based on regular operations. We have a total of 33 positions filled with WPRD seeking out a Recreation Coordinator with a few interviews being scheduled.
- In 2026, we anticipate adding another full time Aquatics Coordinator which was evaluated for 2025. WPRD will also budget for a full-time marketing coordinator role going into 2026. With these additions, WPRD is budgeting for 36 salaried positions for 2026.

CAPRA

- Kaz is working on CAPRA and is working toward accreditation.
- CAPRA is helping WPRD immensely on getting things done with industry standards.

Foundation

- Big things coming with the Foundation. Joe has been speaking experts around the state on how Foundations are working with their communities.
- Our Foundation will be the hub for all naming rights and capital projects. A way to deal with brand recognition and add stakeholders.

Marketing & PR:

- All social media platforms are gaining followers.
- Our website is now fully ADA compliant, putting us ahead of the April 2026 deadline required for all park districts. Users will also be able to translate the website into multiple languages with a simple click. Documents can also be converted into different languages and printed upon request. There is also a free 24/7 on-demand live visual interpreters through Aira.
- We had 477,294 webpage views which is over 211,000 more than last month.
- Advertising is going well which consisted of a half page advertisement in the Visitors guide, WPRD Events and Programs pamphlets and we are now offering magazine advertising.
- For PR, WPRD has submitted the World Waterpark Magazine – “A Community Triumph” which highlighted the development of Williston Water World. This goes to over 40 countries.
- WPRD is also in a national golf course magazine for an article as well.

Approved 11.18.25

Recreation:

- Most amount of kids participating in in house programs in September.
- Adaptive programs that are running will be Wonders Adaptive Track, Angel Fish Swim Lessons and the Wonders got the opportunity to participate in the WPRD Nerf War Event and the 2nd Annual ATV Excursion.
- Programs running in September are Flag Football, Tackle Football, Cross Country, Soccer, Youth Pickleball, Adult Co-Ed Softball, Adult Flag Football and Adult Volleyball.
- Upcoming October programs include Tennis, Girls Basketball, Sports Sampler and Wonders Adaptive Soccer.
- Chaos volleyball tryouts will be here shortly as well. WBBC is also running K-2 basketball.
- Special events – Spooky Speedway this Sunday and 30th will have Costumes on Ice with open skate night.

OLD BUSINESS

NEW BUSINESS

- a. WPRD WBSD #7 facility usage agreement
 - a. Agreement is between the Williston Basin School District #7. Things are going well and relationship is going strong. Communication has been going well. We have had conversations of how the usage agreement will change with the new facilities opening up. We will be very collaborative with the user groups with all the usage agreements with the new facilities coming.
 - b. MOTION by Liffrig, SECONDED by Roness to approve the facility usage agreement with WBSD #7 MOTION CARRIED ROLL CALL AYE: Liffrig, Heller, Linghor, Roness NAY: None. ABSENT: Jangula
- b. WPRD WSC facility usage agreement
 - a. Very similar with high school. We are working on college on usage and how much the students are using the facility. This will tied to tuition and credit hours which is associated with the state. We are engaging with college with enrollment numbers and making sure the facility is available to students. We'd like to get to a 2-3 year agreement but will wait until the new ice facility opens up. We will get lawyers back involved to work forward with facility usage.
 - b. MOTION by Roness, SECONDED by Linghor to approve the facility usage agreement with WSC MOTION CARRIED ROLL CALL AYE: Liffrig, Heller, Linghor, Roness NAY: None. ABSENT: Jangula
- c. Spring Lake Nature Center Partnership Discussion
 - a. Lee Luscht is here to talk about the Spring Lake Nature Center.
 - b. Roots and Wings was held at Spring Lake Park past July which was successful. WPRD will look into partnering with the Nature Center. Working for a public private partnership and are looking around the state to see how partnership works. The mission of the Nature Center is clear that it follows WPRD vision. As a public sub, we need to be mindful of the competition within the private sector

when considering a public/private partnership. This is viable as in the Nature Center has no other competition in the area.

- c. Lee elaborated on the meetings WPRD and Nature Center had. Thanked WPRD on the thoughtfulness. They do have a 5013c designation. Have had several programs and events in the past. Roots and Wings had more than 1k people attend. Had 13 different exhibitors during the event from surrounding areas. There is a clear need to get nature education in the community. Goal is to bring knowledge, connection and appreciation of the natural resources that western North Dakota has to offer. Permanent location looks to have interactive spaces with museum – with all the natural resources being the main focus. Opportunity to get community buy in and appreciation.
 - d. First phase would be to build a 38 foot mobile classroom that would be parked at the park and can reach out to schools. Would serve the communities that are under served in the nature education spaces in the surrounding areas. Possibly looking at having a spot at the Keel Boat. Possibly have something in the spring where there's nothing booked for a 3 month exhibit and community. Still looking at what this partnership looks like. Over 39 zip codes that were represented at Roots and Wings event. Helps bring in tourism – gives a reason to go to the north unit and everything it has to offer.
 - e. WPRD put out a post on the Keel Boat and seeking more information from the community. There are meetings set up to get more historical information on the Keel Boat. We'd like to avoid commercializing the park. Opportunity to get people at the park more. WPRD will make sure we are transparent with the community. Will be working with Lee in the spring. This would serve Parks and Recs mission in places that we are currently not serving. No decisions being made yet but wanted to get the intentions transparent.
- d. WPRD Parkland Acquisition Policy
 - a. Couple parcels of land we are looking at. WPRD makes sure we follow Century Code and need a procedure and policy in place to make sure in house operations are current and prepared. The policy will help with how WPRD will procure land. Plan would be to utilize the policy to acquire the land.
 - b. MOTION by Roness, SECONDED by Liffbrig to approve the WPRD Parkland Acquisition Policy MOTION CARRIED ROLL CALL AYE: Liffbrig, Heller, Linghor, Roness NAY: None. ABSENT: Jangula
- e. Potential Parkland Acquisition Discussion
 - i. Parcel: 01-269-00-00-31-220
 - ii. Parcel: 01-269-00-00-31-210
 - 1. Display was out for the parcels of land that WPRD will try to acquire. Trying to get the other 2 parcels while WPRD owns the parcel to the north. Would be an investment property for WPRD at the very least. Would go well with Cote Park being near.
 - 2. There will be proposed road going through. Joshua Enterprises owns the land. Looking for \$200k with 12 acres of land. Close proximity to Muni, Cote Park and High School.

3. ND Prairie Pines may be developing the spot as well who own the land onto the east. WPRD would engage with ND Prairie Pines if the parcels of land are purchased. Procuring the land would be a priority if possible. This would be an opportunity to secure land that we don't need to develop if it comes down to it. Could turn into a regional park concept. First thing WPRD would do is talk with landscape architect. WPRD is in a financial position now to be able to acquire the land.
 4. Parcels are currently zoned as AG.
 5. MOTION by Liffrig, SECONDED by Linghor to give Joe the authority to pursue acquiring the two parcels of land owned by Joshua Enterprises according to the parkland acquisition policy. MOTION CARRIED ROLL CALL AYE: Liffrig, Heller, Linghor, Roness NAY: None. ABSENT: Jangula
- f. Service Animal Policy
- a. This is an ADA policy – the law is clear on what is a service animal and what questions you may ask about their service animal. Service animal can only be dogs or miniature horses.
 - b. MOTION by Liffrig, SECONDED by Roness to approve the Service Animal Policy MOTION CARRIED
- g. Children in the Workplace Policy
- a. Minimize grey area but WPRD is always inclined to work with staff. This is a step to make sure we are here to support staff but also ensuring to the community that they are the priority.
 - b. MOTION by Liffrig , SECONDED by Roness to approve the Children in the Workplace Policy MOTION CARRIED
- h. Closing Old Bond Accounts
- a. Need to close the old bond accounts
 - i. Current balances will be transferred to the WPRD General operations account.
 1. General Revenue: *****9738
 2. Tax Account: *****9746
 - b. MOTION by Roness, SECONDED by Linghor, we approve the closure of the two accounts related to the previous bond indenture. ROLL CALL AYE: Liffrig, Heller, Linghor, Roness NAY: None. ABSENT: Jangula

No correspondence or citizens were present to be heard.

MOTION by Roness, SECONDED by Linghor to adjourn meeting MOTION CARRIED

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager