

Williston Park Board - Regular Meeting
March 24th, 2026
Williston Area Recreation Center-5:30pm
Jordy Larvick Board Room



- I. Additions or Deletions to the Agenda
- II. Approval of Minutes
 - a. Regular Board meeting 2/17/2026
- III. Approval of Bills
- IV. Approval of Financial Statements
 - a. Financial Summary
- V. Executive Director/Staff Reports/ Capital Project updates
 - a. Williston Ice/Turf
 - b. Muni Expansion
 - c. RFCC Renovation / ARC Projects
 - d. SLP Overlook paving
 - e. Western Star Fastpitch Complex
- VI. Old Business
 - a. Potential Parkland Acquisition discussion
 - i. Parcel: 01-269-00-00-31-220
 - ii. Parcel: 01-269-00-00-31-210
- VII. New Business
 - a. RFCC + WARC Renovation: Architect Recommendation
 - i. JLG
 - ii. ICON
 - iii. EAPC
 - iv. POPE
 - b. Municipal Golf Course Renovation: Architect Recommendation
 - i. Douglas Fredrickson
 - ii. Stone Group
 - c. WPRD Policy Update/Approval: Codes, Laws and Ordinances – Authority & Compliance
 - d. GMP Approval: Williston Municipal Golf Course Renovation: Duinick Golf - CMaR
 - e. Approval of Banking Authorization and Finance Director Access
 - f. Consideration & Award of Bid- Mid-Size Wheel Loader Procurement
- VIII. Correspondence
 - a. Citizens to be heard.
 - b. Written
- IX. Adjourn

Next Park Board Regular Meeting **Tuesday April 21st, 2026 @ 5:30pm** in the **Jordy Larvick Board Room at the Williston Area Recreation Center (822 18th St E)**

If special accommodations are needed due to a disability, please call the WPRD Office at 774-9773.

VIRTUAL MEETING ACCESS INFORMATION

Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/755643557>

You can also dial in using your phone.

United States: +1 (224) 501-3412

Access Code: 755-643-557

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

Attendees are asked to be muted during the meeting. Public comment will be reserved for in-person attendees. Responses to public comment will be made at the subsequent Park Board meeting.

Joe Barsh, Executive Director
Park District Commissioners – Kelly Heller (President), John Liffbrig (Vice-President), Logan Jangula,
Shawn Roness, Derrick Linghor

Mission Statement: "Superior Parks, Facilities, and Programs for all to enjoy an active life"

Draft Feb 17, 2026

**WILLISTON PARKS AND RECREATION DISTRICT
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
Feb 17, 2026 | 5:30PM
Williston Area Recreation Center (WARC): Jordy Larvik Board Room**

CALL TO ORDER

The meeting was called to order at 5:30PM by Commissioner Heller.

ROLL CALL

Present:

Liffrig, Jangula, Linghor, Roness

Absent: Heller

Also Present: Joe Barsh, Rhonda Ludlum, Kazuma Kaneko, Amanda Nelson, Emily O'Rear, Casey Coles, Jim Cote, Michele Moore, Miranda Iblings, Michael Christen, Laurie Christen, Tyler, Community Member

ADDITIONS AND DELETIONS TO THE AGENDA

APPROVAL OF MINUTES

Motion by Jangula, **Seconded** Roness by we approve the minutes of the previous meeting as received.

Motion Carried

APPROVAL OF BILLS

Motion by Jangula, **Seconded** by Roness, to approve Park District bills.

ROLL CALL VOTE:

AYE: Liffrig, Jangula, Roness, Linghor

NAY: None

ABSENT: Heller

Motion Carried

FINANCIAL REPORT – Jan 2025 Financials

- Eide Bailey is going back to the switch from black mountain to Banion to make sure that everything is tracked. They are also watching our daily financials as we do not have a financial director at this time.
- Revenue/Expense
 - Revenue- \$442,450.12
 - Expense- \$564,032.35
- Sales Tax Not collected in Jan

Cash fund Balance at the end of Jan WPRD General Fund plus CDs

- \$5,791,188.29

Capitol Funds-

Capital Funds Account		January Interest	Total
Deposit Amount	\$	770.89	\$ 1,009,291.00
Parks	20% \$	154.18	\$ 201,858.20
Athletic Fields/Golf Course	15% \$	115.63	\$ 151,160.40
Facilities	20% \$	154.18	\$ 201,547.20
Rainy Day	25% \$	192.72	\$ 251,934.00
Capital Purchase	20% \$	154.18	\$ 201,547.20

- CD's: ASB

CD's: ASB				
Account Ending	CD Name	Balance	Maturity Date	Rate
3506	WPRD #1	\$ 350,202.42	1/24/2026	3.85%
3688	WPRD #2	\$ 350,001.38	2/27/2026	3.65%
3910	WPRD #3	\$ 350,282.85	2/27/2026	1.64%
4223	WPRD #4	\$ 350,242.64	3/26/2026	1.64%
	Total CD Reserves	\$ 1,400,729.29		
CD's: Other				
Account Ending	CD Name	Balance	Maturity Date	Rate
3803	BRWS #1	\$ 51,418.83	2/13/2026	3.85%
4447	BRWS#2	\$ 51,436.54	5/14/2026	3.50%
3761	Legion #1	\$ 51,418.83	2/13/2026	3.65%
4165	Legion #2	\$ 51,430.63	3/15/2026	1.64%
	Total CD Reserves	\$ 205,704.83		

APPROVAL OF FINANCIAL STATEMENTS

Motion by Jangula, **seconded** by Roness, to approve Park District bills.

ROLL CALL VOTE:

AYE: Liffrig, Jangula, Roness, Linghor

NAY: None

ABSENT: Heller

Motion Carried

EXECUTIVE DIRECTORS/STAFF REPORT

- City engineering will be releasing the RFQ for the SLP project. There are many firms interested in this project.
- Capitol project JE Dunn and ICON are working to get to a guaranteed maximum price for the Williston Ice & Turn facility. Everyone is under contract for operations. They want to break ground in March/April

- Muni Expansion- two separate projects horizontal and vertical builds, the architect has been hired and next is the construction manager. March 9th is the submittal deadline for the vertical architecture.
 - All work this year will be around the current 9 holes.
- The ARC and RFCC projects one notice went out for both we need an architect and construction manager, we are looking for one firm to do both projects. This project is on the same timeline as the verticals for golf course.
- We are in the process of building and approving the board committee for new construction projects.
- Western star fastpitch project is working on the master site plan project.
 - Once the site plan is finished and it is approved, we go back to the fast pitch committee to discuss how to fundraise for this project.

OLD BUSINESS

- Potential Parkland Acquisition Discussion
 - Parcel: 01-269-00-00-31-220
 - Parcel: 01-269-00-00-31-210
 - These parcels are under contract; they are located near Cote Park. Working on clearing a tax notice on the title from the previous owner and there are no concerns or issues with the property. We have not invested any funds into these parcels.

NEW BUSINESS

- WPRD procurement policy and procedures- This policy protects the park district by defining each project and the processes of it.

Motion by Roness, **Seconded** by Jangula to approve updated the updated WPRD procurement policy.

ROLL CALL VOTE:

AYE: Liffrig, Jangula, Roness, Linghor

NAY: None

ABSENT: Heller

Motion Carried

- CMAR interview approval: WMGC Renovation Vertical Structures

Motion by Jangula, **Seconded** by Linghor, to approve the committee of board members for this project.

ROLL CALL VOTE:

AYE: Liffrig, Jangula, Roness, Linghor

NAY: None

ABSENT: Heller

Motion Carried

Draft Feb 17, 2026

- CMAR interview approval: WARC & RFCC renovation projects

Motion by Jangula, **seconded** by Roness, to approve the committee of board members for this project.

ROLL CALL VOTE:

AYE: Liffbrig, Jangula, Roness, Linghor

NAY: None

ABSENT: Heller

Motion Carried

- MOU/Facility operating agreement: Spring Lake Park nature center at the Keel Boat.

Motion by Linghor, **Seconded** by Jangula, to approve the MOU/Facility operating agreement for the SLP Nature Center and WPRD

ROLL CALL VOTE:

AYE: Liffbrig, Jangula, Roness, Linghor

NAY: None

ABSENT: Heller

Motion Carried

CORRESPONDENCE/PUBLIC COMMENT

No correspondence or citizens were present to be heard.

ADJOURNMENT

Motion by Roness, **Seconded** by Linghor, to adjourn meeting

Motion Carried

ATTEST:

Rhonda Ludlum,

Fitness and Wellness Manager



Draft March 18, 2026

**WILLISTON PARKS AND RECREATION DISTRICT FOUNDATION
REGULAR MEETING OF THE FOUNDATION BOARD**

March 18, 2026 | 12:00PM

Williston Area Recreation Center (WARC): Jordy Larvik Board Room

CALL TO ORDER

The meeting was called to order at 12:00PM by Board President Amsden

ROLL CALL

Present: Amsden, Olsen, Grondahl, Graham, Guglich, Heller

Absent: Bates

Also Present: Ludlum, O'Rear, Barsh

ADDITIONS AND DELETIONS TO THE AGENDA

APPROVAL OF MINUTES

Motion by Grondahl, **Seconded** by Graham we approve the minutes of the previous meeting as received.

Motion Carried

APPROVAL OF BILLS

Motion by Grondahl, **Seconded** by Olsen, to approve WPRD Foundation Bills.

ROLL CALL VOTE:

AYE: Amsden, Olsen, Grondahl, Graham, Guglich, Heller

NAY: Bates

ABSENT: None

APPROVAL OF FINANCIAL STATEMENTS

Motion by Graham, **Seconded** by Olsen, to approve WPRD Foundation financial statements.

ROLL CALL VOTE:

AYE: Amsden, Olsen, Grondahl, Graham, Guglich, Heller

NAY: None

ABSENT: Bates

Motion Carried

EXECUTIVE DIRECTORS REPORT

- In the process of approving the recommendations for the architect for Raymond center and ARC projects. We have a budget of \$15 Million. We had four firms and will present to the Park Board at the next meeting.



Draft March 18, 2026

- We received two proposals for the gold course renovation on vertical construction. We are looking at \$25 million for this project that includes vertical and horizontal work.
- New policy update for the next park board meeting.
- CAPRA will be here at the end of April for their onsite visit and this is our last review.
- Ice and turf facility is close to a GNP.
- We are in support with the Boom Fastpitch club on their project as they have received some grants and they will fundraise with our support for a fast pitch complex. JLG is leading that project.
- The SLP overlook project is moving forward we have \$160,000 grant to pave the road going to the overlook at the park. We have to work with city engineering on this project.
- Pros consulting had a survey for staffing and they are working through those. The summary will be provided in the next park board meeting. Through this process management has learned that they need to find a better way to communicate WPRD operations better with staff.

OLD BUSINESS

- **Policy Review-**

Motion by Grondahl, **Seconded** by Guglich, to approve the policies as they are at this time.

ROLL CALL VOTE:

AYE: Amsden, Olsen, Grondahl, Graham, Guglich, Heller

NAY: None

ABSENT: Bates

Motion Carried

- **By-Laws-**

Motion by Grondahl, **Seconded** by Graham, to approve the new by-laws with the change of "commitment to youth" to commitment to community.

ROLL CALL VOTE:

AYE: Amsden, Olsen, Grondahl, Graham, Guglich, Heller

NAY: None

ABSENT: Bates

Motion Carried

- Board meeting frequency- We will continue to meet monthly.
- Foundation Funding priorities and areas of support- The board knows that they will be a working board as we move forward. We will not build policy and procedure around a person but around a position.



Draft March 18, 2026

NEW BUSINESS

- Community Wellness Fair Booth Participation- Lorri will run the booth, Karen and Justin will try to come and help out as well. We may have a pledge packet with information on how community members can give to the foundation.
- Approval for Treasurer to write check for the pavers before they are made and shipped.

Motion by Guglich, **Seconded** by Heller, to approve the Foundation Treasurer to write checks for the pavers before they are made and shipped.

ROLL CALL VOTE:

AYE: Amsden, Olsen, Grondahl, Graham, Guglich, Heller

NAY: None

ABSENT: Bates

Motion Carried

CORRESPONDENCE/PUBLIC COMMENT

No correspondence or citizens were present to be heard.

NEXT MEETING DATE- April 22nd, 2026

ADJOURNMENT

Motion by Grondahl, **Seconded** by Guglich, to adjourn meeting

Motion Carried

Funds 20- 20

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 Baseball Fund						
113100 WPRD Checking	-4,717.45	0.00	0.00	0.00	0.00	-4,717.45
113200 Payroll Checking Account	-245.04	0.00	0.00	0.00	0.00	-245.04
113500 BB Checking	83,493.58	10,080.00	0.00	0.00	12,571.54	81,002.04
Total Fund	78,531.09	10,080.00			12,571.54	76,039.55
Totals	78,531.09	10,080.00	0.00	0.00	12,571.54	76,039.55

*** Transfers In and Transfers Out columns should match, with the following exceptions:
 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

03/18/26
15:09:46

WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For the Accounting Period: 2/26

Page: 1 of 1
Report ID: W100X1

Claims

Check #	Check Type	Vendor/Employee/Payee	Payee Number/Name	Check Amount	Period Issued	Date	Notes	Date	
								Check Amount	Total Claims
12379	Clm SC	299 NCC		167.50	2/26	02/05/26	CL 4728	167.50	
12380	Clm SC	8 ALL SEASON SPORT ABOUT INC		8952.00	2/26	02/12/26	CL 4777	8952.00	
12381	Clm SC	425 VERIZON		80.02	2/26	02/12/26	CL 4776	80.02	
12382	Clm SC	265 MISSION AWARDS		372.00	2/26	02/13/26	CL 4778	372.00	
12383	Clm SC	16 ASB/VISA		3000.02	2/26	03/05/26	CL 4897	3000.02	
Grand Total # of Checks:				5	Total:	12571.54	Total Claims	12571.54	Total Payroll
								0	

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACh
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

Funds 10- 10

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 General Fund						
113100 WPRD Checking	3,297,957.46	367,483.71	5,885.52	0.00	791,296.38	2,880,030.31
113200 Payroll Checking Account	-879,603.10	0.00	0.00	0.00	346,503.27	-1,226,106.37
113500 BB Checking	-6,691.94	0.00	0.00	0.00	0.00	-6,691.94
113600 Capital Funds	1,007,736.01	0.00	0.00	0.00	0.00	1,007,736.01
Total Fund	3,419,398.43	367,483.71	5,885.52	0.00	1,137,799.65	2,654,968.01
Totals	3,419,398.43	367,483.71	5,885.52	0.00	1,137,799.65	2,654,968.01

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- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Period Issued	Date	Notes
-98880	Clm E	158 HARRIS, CARTER	144.00	2/26	02/06/26	CL 4690
-98879	Clm E	423 VEGA, FRANCISCO	144.00	2/26	02/06/26	CL 4691
-98878	Clm E	344 RALPH, MECAYLA	192.00	2/26	02/06/26	CL 4692
-98877	Clm E	234 LINDQUIST, SAMANTHA	168.00	2/26	02/06/26	CL 4695
-98876	Clm E	1074 HAUGEN, MASON	88.00	2/26	02/06/26	CL 4696
-98875	Clm E	1122 LEBARON-JENSEN, BECKY	64.00	2/26	02/06/26	CL 4699
-98874	Clm E	1121 MOSBRUCKER, BRITNEY	166.50	2/26	02/06/26	CL 4701
-98873	Clm E	1075 SCHULTZ, ETHAN	32.00	2/26	02/06/26	CL 4702
-98871*	Clm E	248 MARCO TECHNOLOGIES LLC	537.35	2/26	02/05/26	CL 4720
-98870	Clm E	335 PRO IT LLC	5479.68	2/26	02/05/26	CL 4724
-98869	Clm E	12 AMERICAN RED CROSS	540.00	2/26	02/05/26	CL 4704
-98868	Clm E	63 BSN SPORTS, LLC	3651.60	2/26	02/05/26	CL 4705
-98867	Clm E	690 HARLOW'S SCHOOL BUS SERVICE, INC	477.36	2/26	02/05/26	CL 4711
-98866	Clm E	1099 Kiefer Aquatics	1185.85	2/26	02/05/26	CL 4714
-98865	Clm E	252 MDU	80855.71	2/26	02/05/26	CL 4718
-98864	Clm E	454 WIPES LLC	4683.80	2/26	02/12/26	CL 4730
-98863	Clm E	101 DAKOTA SUPPLY GROUP	1812.11	2/26	02/12/26	CL 4740
-98862	Clm E	233 LINDE GAS & EQUIPMENT INC	1798.03	2/26	02/12/26	CL 4749
-98861	Clm E	320 OTIS ELEVATOR COMPANY	2046.00	2/26	02/12/26	CL 4759
-98860	Clm E	336 PRO SAFE SERVICES	125.00	2/26	02/12/26	CL 4760
-98859	Clm E	407 TRACTOR & EQUIPMENT	179.14	2/26	02/12/26	CL 4767
-98858	Clm E	63 BSN SPORTS, LLC	10031.48	2/26	02/12/26	CL 4739
-98857	Clm E	747 ASURE OPERATIONS	99.00	2/26	02/12/26	CL 4741
-98856	Clm E	469 PEOPLE TRAIL	126.75	2/26	02/12/26	CL 4763
-98855	Clm E	1071 LEWIS, JADON	50.00	2/26	02/20/26	CL 4779
-98854	Clm E	344 RALPH, MECAYLA	198.00	2/26	02/20/26	CL 4781
-98853	Clm E	158 HARRIS, CARTER	322.00	2/26	02/20/26	CL 4783
-98852	Clm E	234 LINDQUIST, SAMANTHA	276.00	2/26	02/20/26	CL 4784
-98851	Clm E	1074 HAUGEN, MASON	66.00	2/26	02/20/26	CL 4785
-98850	Clm E	1121 MOSBRUCKER, BRITNEY	171.00	2/26	02/20/26	CL 4787
-98849	Clm E	1075 SCHULTZ, ETHAN	64.00	2/26	02/20/26	CL 4788
-98848	Clm E	1122 LEBARON-JENSEN, BECKY	64.00	2/26	02/20/26	CL 4789
-98847	Clm E	423 VEGA, FRANCISCO	122.00	2/26	02/20/26	CL 4792
-98846	Clm E	159 HARRIS, KYLE	72.00	2/26	02/20/26	CL 4794
-98845	Clm E	1067 WALMART - TREVIPAY	3595.78	2/26	02/19/26	CL 4797
-98843*	Clm E	408 TRACTOR SUPPLY CREDIT PLAN	28.99	2/26	03/02/26	CL 4811
-98842	Clm E	257 MIDCONTINENT COMMUNICATIONS	241.21	2/26	03/02/26	CL 4820
-98841	Clm E	118 EIDE BAILLY LLP	8359.58	2/26	03/02/26	CL 4828
-98840	Clm E	248 MARCO TECHNOLOGIES LLC	193.91	2/26	03/02/26	CL 4861
-98839	Clm E	460 WSI	11648.19	2/26	03/02/26	CL 4808
-98838	Clm E	562 KEISER	14541.80	2/26	03/02/26	CL 4862
8600*	Clm SC	924 BEST CHOICE CLEANING SERVICE, LLC	4100.00	2/26	02/11/26	CL 4729
85668*	Clm SC	812 BOWEN, ADAIZA	64.00	2/26	02/06/26	CL 4700
85669	Clm SC	923 CLOUSE, KYREN	132.00	2/26	02/06/26	CL 4697
85670	Clm SC	330 PITMAN, DALLAS	144.00	2/26	02/06/26	CL 4694
85671	Clm SC	788 SPONABLE, TIMOTHY	144.00	2/26	02/06/26	CL 4693
85672	Clm SC	8 ALL SEASON SPORT ABOUT INC	1932.00	2/26	02/05/26	CL 4708
85674*	Clm SC	19 ASTRO-CHEM LAB, INC	390.00	2/26	02/05/26	CL 4706

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Period Issued	Date	Notes
85675	Clm SC	20 AUTO VALUE WILLISTON	3.08	2/26	02/05/26	CL 4709
85676	Clm SC	53 BORDER STATES INDUSTRIES INC	71873.70	2/26	02/05/26	CL 4725
85677	Clm SC	54 BORDER STEEL	274.85	2/26	02/05/26	CL 4710
85678	Clm SC	93 DACOTAH PAPER CO	346.88	2/26	02/05/26	CL 4707
85679	Clm SC	123 EMRYS LOCKSMITHING	36.50	2/26	02/05/26	CL 4712
85680	Clm SC	182 HOSE & RUBBER SUPPLY	353.66	2/26	02/05/26	CL 4713
85681	Clm SC	186 INTERSTATE BILLING SERVICE INC	144.75	2/26	02/05/26	CL 4716
85682	Clm SC	299 NCC	1321.92	2/26	02/05/26	CL 4719
85683	Clm SC	316 OK TIRE STORE	503.10	2/26	02/05/26	CL 4721
85684	Clm SC	1144 PAT SLAAEN	75.00	2/26	02/05/26	CL 4727
85685	Clm SC	487 PRAIRIE SUPPLY INC	105.40	2/26	02/05/26	CL 4722
85686	Clm SC	1143 PROS CONSULTING	11502.00	2/26	02/05/26	CL 4723
85687	Clm SC	397 THE SHERWIN-WILLIAMS CO	101.55	2/26	02/05/26	CL 4726
86001*	Clm SC	186 INTERSTATE BILLING SERVICE INC	51.06	2/26	02/11/26	CL 4399
86002	Clm SC	253 MENARDS	2559.32	2/26	02/11/26	CL 4021
86003	Clm SC	253 MENARDS	888.24	2/26	02/11/26	CL 4395
86004	Clm SC	4 ACE HARDWARE	451.92	2/26	02/12/26	CL 4737
86006*	Clm SC	19 ASTRO-CHEM LAB, INC	390.00	2/26	02/12/26	CL 4732
86007	Clm SC	58 BRAATEN PLUMBING	6866.04	2/26	02/12/26	CL 4742
86008	Clm SC	77 CITY OF WILLISTON	3299.90	2/26	02/12/26	CL 4738
86033*	Clm SC	93 DACOTAH PAPER CO	414.76	2/26	02/12/26	CL 4734
86034	Clm SC	173 HILL ENTERPRISES	237.02	2/26	02/12/26	CL 4769
86035	Clm SC	186 INTERSTATE BILLING SERVICE INC	1485.89	2/26	02/12/26	CL 4747
86036	Clm SC	1147 KATE COTE AND ANDREA ERDMAN	5400.00	2/26	02/12/26	CL 4735
86037	Clm SC	179 HORIZON RESOURCES	333.12	2/26	02/12/26	CL 4743
86038	Clm SC	215 KS STATEBANK	9660.80	2/26	02/12/26	CL 4748
86039	Clm SC	1145 Mariel Chavez	307.58	2/26	02/12/26	CL 4731
86040	Clm SC	1149 MATERIAL TESTING SERVICES, LLC	18300.00	2/26	02/12/26	CL 4755
86041	Clm SC	253 MENARDS	796.28	2/26	02/12/26	CL 4756
86043*	Clm SC	268 MODERN MACHINE WORKS, INC	275.00	2/26	02/12/26	CL 4758
86044	Clm SC	284 MYERS AUTO PARTS	833.29	2/26	02/12/26	CL 4757
86045	Clm SC	297 NDRPA	250.00	2/26	02/12/26	CL 4753
86046	Clm SC	1023 NORBY GOLF COURSE DESIGN, INC	192000.00	2/26	02/12/26	CL 4754
86047	Clm SC	328 PIPPIN LAW FIRM	2000.00	2/26	02/12/26	CL 4761
86048	Clm SC	339 QUALITY SERVICE WITH COFFEE	209.00	2/26	02/12/26	CL 4762
86049	Clm SC	1148 RICK GUETZKOW	28.00	2/26	02/12/26	CL 4746
86050	Clm SC	552 STARGUARDELITE	500.00	2/26	02/12/26	CL 4766
86051	Clm SC	397 THE SHERWIN-WILLIAMS CO	36.32	2/26	02/12/26	CL 4765
86052	Clm SC	425 VERIZON	1246.50	2/26	02/12/26	CL 4770
86053	Clm SC	895 WILLISTON BASIN CURLING CLUB	140.00	2/26	02/12/26	CL 4768
86054	Clm SC	446 WILLISTON HERALD MEDIA	255.84	2/26	02/12/26	CL 4771
86055	Clm SC	8 ALL SEASON SPORT ABOUT INC	2225.00	2/26	02/12/26	CL 4745
86056	Clm SC	265 MISSION AWARDS	1292.00	2/26	02/13/26	CL 4750
86057	Clm SC	812 BOWEN, ADAIZA	64.00	2/26	02/20/26	CL 4790
86058	Clm SC	923 CLOUSE, KYREN	132.00	2/26	02/20/26	CL 4786
86059	Clm SC	773 LOCKEN, DYLAN	50.00	2/26	02/20/26	CL 4780
86060	Clm SC	330 PITMAN, DALLAS	100.00	2/26	02/20/26	CL 4795
86061	Clm SC	788 SPONABLE, TIMOTHY	172.00	2/26	02/20/26	CL 4793

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Date Issued	Notes
86062	Clm SC	850 SWEET, ASHTON	100.00	2/26	02/20/26	CL 4782
86063	Clm SC	77 CITY OF WILLISTON	9088.57	2/26	02/19/26	CL 4796
86064	Clm SC	924 BEST CHOICE CLEANING SERVICE, LLC	4100.00	2/26	02/25/26	CL 4800
86065	Clm SC	925 ASSOCIATED POOL BUILDERS, INC	9399.51	2/26	02/27/26	CL 4833
86066	Clm SC	1165 BAND DAY 2027	318.50	2/26	02/27/26	CL 4853
86067	Clm SC	30 BASIN PRINTERS	1184.00	2/26	02/27/26	CL 4834
86068	Clm SC	38 BENTH ENTERPRISES LLC	350.00	2/26	02/27/26	CL 4835
86069	Clm SC	46 BISMARCK YOUTH FASTPITCH	2000.00	2/26	02/27/26	CL 4836
86070	Clm SC	1168 BRAS FOR A CAUSE	168.35	2/26	02/27/26	CL 4857
86071	Clm SC	80 COLE PAPERS	106.96	2/26	02/27/26	CL 4830
86072	Clm SC	1171 CUB SCOUT PACK 4350	637.00	2/26	02/27/26	CL 4860
86073	Clm SC	93 DACOTAH PAPER CO	447.25	2/26	02/27/26	CL 4832
86074	Clm SC	859 ECKERT YOUTH HOME	442.85	2/26	02/27/26	CL 4844
86075	Clm SC	125 ENTERTAINMENT INC	433.25	2/26	02/27/26	CL 4855
86076	Clm SC	835 FAMILY CRISIS SHELTER	328.78	2/26	02/27/26	CL 4839
86077	Clm SC	972 FORTE	1140.00	2/26	02/27/26	CL 4825
86078	Clm SC	1155 Gorrie, Sarah	290.00	2/26	02/27/26	CL 4806
86079	Clm SC	706 HANSEN'S SWEEP & STRIPE	10225.00	2/26	02/27/26	CL 4826
86080	Clm SC	1166 HARMONIC CREATIVE WORLD	296.00	2/26	02/27/26	CL 4854
86081	Clm SC	186 INTERSTATE BILLING SERVICE INC	87.30	2/26	02/27/26	CL 4822
86082	Clm SC	1151 Jan Skadeland	500.00	2/26	02/27/26	CL 4802
86083	Clm SC	199 JOHNSON CONTROLS BUILDING SOLUTIO	1087.94	2/26	02/27/26	CL 4823
86084	Clm SC	1160 LITTLE LAMBS CHILDCARE	555.00	2/26	02/27/26	CL 4846
86085	Clm SC	1156 McIvor, Craig	750.00	2/26	02/27/26	CL 4807
86086	Clm SC	1164 MCVAY PTO	502.50	2/26	02/27/26	CL 4852
86087	Clm SC	264 MISS ND ORGANIZATION	468.50	2/26	02/27/26	CL 4842
86088	Clm SC	268 MODERN MACHINE WORKS, INC	1896.96	2/26	02/27/26	CL 4821
86089	Clm SC	269 MONDAK ANIMAL RESCUE	494.00	2/26	02/27/26	CL 4837
86090	Clm SC	297 NDRPA	2060.00	2/26	02/27/26	CL 4819
86091	Clm SC	1153 Nickloff, Scott	250.00	2/26	02/27/26	CL 4804
86092	Clm SC	1023 NORBY GOLF COURSE DESIGN, INC	70000.00	2/26	02/27/26	CL 4818
86093	Clm SC	315 OK DISTRIBUTING	598.74	2/26	02/27/26	CL 4817
86094	Clm SC	339 QUALITY SERVICE WITH COFFEE	579.00	2/26	02/27/26	CL 4815
86095	Clm SC	1167 RELAY FOR LIFE- CANCER CRUSHERS	549.23	2/26	02/27/26	CL 4856
86096	Clm SC	1148 RICK GUETZKOW	59.68	2/26	02/27/26	CL 4827
86097	Clm SC	1154 Rosales, Javier	250.00	2/26	02/27/26	CL 4805
86098	Clm SC	1152 Ruth Heinert	250.00	2/26	02/27/26	CL 4803
86099	Clm SC	1157 SP&E, Inc.	94630.00	2/26	02/27/26	CL 4813
86100	Clm SC	847 SPRING LAKE NATURE CENTER	490.78	2/26	02/27/26	CL 4840
86101	Clm SC	1158 SPRING LAKE PARK BIBLE CAMP	629.55	2/26	02/27/26	CL 4841
86102	Clm SC	1163 THE RIDGE PTO	589.45	2/26	02/27/26	CL 4851
86103	Clm SC	397 THE SHERWIN-WILLIAMS CO	961.50	2/26	02/27/26	CL 4812
86104	Clm SC	1161 THE STRAY SANCTUARY	854.78	2/26	02/27/26	CL 4848
86105	Clm SC	1020 TRI-COUNTY GLASS	350.00	2/26	02/27/26	CL 4814
86106	Clm SC	1159 UNITED WAY	231.00	2/26	02/27/26	CL 4845
86107	Clm SC	1170 WILKINSON ELEMENTARY PTO	522.28	2/26	02/27/26	CL 4859
86108*	Clm SC	441 WILLISTON BASIN RACING ASSOCIATIO	1071.33	2/26	02/27/26	CL 4847
86110	Clm SC	443 WILLISTON BASIN TAEKWONDO JUDO AC	937.88	2/26	02/27/26	CL 4850

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Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Period Issued	Date	Notes
86111	Clm SC	445 WILLISTON COMMUNITY BUILDERS	908.50	2/26	02/27/26	CL 4843 908.50
86112	Clm SC	1162 WILLISTON MT SADDLE CLUB	787.23	2/26	02/27/26	CL 4849 787.23
86113	Clm SC	592 WILLISTON SEA LIONS	1009.35	2/26	02/27/26	CL 4838 1009.35
86114	Clm SC	1169 WMSCC STUDENT COUNCIL	172.28	2/26	02/27/26	CL 4858 172.28
86115	Clm SC	1093 DAVIS, CHRISTOPHER	105.00	2/26	03/06/26	CL 4868 105.00
86116	Clm SC	773 LOCKEN, DYLAN	25.00	2/26	03/06/26	CL 4871 25.00
86117	Clm SC	788 SPONABLE, TIMOTHY	100.00	2/26	03/06/26	CL 4872 100.00
86118	Clm SC	812 BOWEN, ADAIZA	64.00	2/26	03/06/26	CL 4881 64.00
86119	Clm SC	923 CLOUSE, KYREN	110.00	2/26	03/06/26	CL 4876 110.00
86120	Clm SC	876 HENDRICKSON, LACEY	877.02	2/26	03/06/26	CL 4886 877.02
86121	Clm SC	661 JOHNSON, BRIDGER	105.00	2/26	03/06/26	CL 4874 105.00
86122	Clm SC	558 SOLANDER, EMALEE	885.08	2/26	03/06/26	CL 4887 885.08
86123	Clm SC	811 TOLMAN, LYNDSEY	1365.26	2/26	03/06/26	CL 4889 1365.26
86124	Clm SC	16 ASB/VISA	54232.63	2/26	03/05/26	CL 4893 54232.63
Grand Total # of Checks: 158			Total:	785410.86	Total Claims	785410.86 Total Payroll

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACh
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

Executive Summary

March 2026 Operations Report

Prepared for: Williston Parks & Recreation District Board of Commissioners

The District continues to operate from a position of strength, with stable day-to-day operations, advancing capital projects, and strong community participation across programs.

Capital Projects & Strategic Initiatives

Major projects—including the Ice/Turf Facility, Golf Course Renovation, and Western Star Fastpitch Complex—are progressing through design and pre-construction phases, with key Board actions upcoming. These efforts are aligned with long-term facility planning and community growth.

The District also completed an organizational culture and competency assessment, confirming a strong foundation with high staff engagement. Identified opportunities in communication, leadership development, and organizational alignment are being addressed through strategic planning and staffing initiatives.

Accreditation & Organizational Development

Preparation continues for the District's first CAPRA accreditation site visit in late April. This process is strengthening policies, procedures, and overall operational consistency.

The WPRD Foundation is advancing into a more structured, governance-driven organization, with focus on policy development, financial systems, and long-term sustainability to support capital and community initiatives.

Operations & Programming

Operations across all departments remain stable and proactive:

- Parks, facilities, and maintenance teams are managing seasonal transitions and supporting system-wide needs
- Recreation, aquatics, fitness, and childcare programs continue to see strong participation and community engagement
- Cross-department collaboration remains a key strength in delivering services efficiently

Marketing & Community Engagement

Marketing efforts continue to expand reach and visibility through digital platforms, publications, and community events. Upcoming seasonal programming and events will further enhance engagement.

Financial & Organizational Capacity

The District remains fully staffed in authorized positions and continues to strengthen internal capacity. The addition of a new Finance Director will enhance financial operations, reporting, and long-term planning.

ADMINISTRATION PORTFOLIO

Grant-Funded Projects

ND Special Road Fund

- Spring Lake Park Overlook (Road Work). Awarded \$149,204 on April 9.2024
- Bidding is planned for April 2026. Emily is working directly with Public Works on the bidding process.
- Thank you to the City Engineering Office for managing the engineering components (ND Century Code: 40-49-16).

Capital Projects Update

Ice/Turf Facility

- ICON & JeDunn are now working diligently on design development
- Here is a link to a video demonstration of the facility:
 - <https://youtu.be/r5Ghe0WOU3s>
- We are now working towards a GMP for the project to move forward with construction bidding packages.

Golf Course Renovation

- Duininck Golf has been selected as the CMAR of the project
 - A formal recommendation for Board approval of the GMP from Duininck will be presented as New Business at the March 24th, 2025 Park Board meeting.
- Kevin Norby (Architect), Duininck, AE2s (Water Reuse), City now in coordination.

- A recommendation for Board approval of Vertical Structure Architecture Services will be presented as New Business at the March 24th, 2025 Park Board meeting.
- The final firm to contract for this project will be a CMaR for the construction of the vertical facilities associated with the project.

Western Star Fastpitch Complex (Second Nature Consulting, JLG, Interstate Engineering)

- Western Star Softball Complex planning continues to advance, with the project transitioning from concept evaluation toward finalizing the **Master Plan and Phase 1 scope (Field 6 focus)**. Coordination between design consultants, WPRD, and the Boom Fastpitch Club remains strong

Design Direction

- A preferred field layout has been selected following multiple design coordination meetings, maintaining key field configurations while improving spacing and functionality, particularly between Fields 6 and 7.
- Key components including field dimensions, dugouts, bullpens, bleachers, press box, and scoreboard locations have been reviewed and are being incorporated into the evolving site plan.
- Design continues to balance **playability, cost efficiency, and long-term usability**, with adjustments made to optimize field alignment and user experience.

Site Considerations

- Existing site conditions, including potential poor or non-structural fill materials in portions of the site (notably Field 6), are being evaluated and incorporated into design and cost planning.

- Irrigation system constraints and overall site infrastructure limitations are also being assessed as part of the planning process.

Infrastructure Improvements

- Planned upgrades include:
- Irrigation system modifications and potential replacement
- Preliminary lighting design and layout coordination (MUSCO)
- Integration of site amenities such as bleachers and press box into overall design

Geotechnical & Field Work

- Geotechnical investigation is being scheduled for early April, pending equipment availability and site conditions.
- Testing will evaluate soil conditions and support final design and construction planning.
- Work will be coordinated to minimize disruption to field use during the season, with consideration given to ground conditions and equipment access.

Project Timeline

- Design and documentation phases will continue over the coming months as additional components are finalized and incorporated into the Master Plan.
- Construction timing is anticipated to align with the ball season schedule (May–August), dependent on funding and completion of design and geotechnical work.

Overall Status

- The project remains on track, with active coordination between consultants and stakeholders.

- A clear design direction has been established, and no major issues have been identified, aside from minor schedule variability related to geotechnical testing.
- Next steps include finalizing the Master Plan, refining Phase 1 scope, completing geotechnical work, and updating project cost estimates.

Pros Consulting — Strategic Growth

- The District completed a comprehensive organizational culture and competency assessment with strong staff participation, confirming a healthy, high-performing organization with strong cultural alignment and service focus.
- Staff demonstrated strong alignment with mission, vision, and values (~73%) and very high commitment to organizational success (94%), reinforcing a solid foundation for continued growth.
- The assessment highlighted key strengths in:
 - Leadership, teamwork, and results-driven performance
 - Customer service and community impact
 - Operational processes, safety, and overall workplace culture
- Primary opportunities for improvement include:
 - Enhancing internal communication and transparency
 - Increasing staff engagement and feedback mechanisms
 - Strengthening business acumen and organizational alignment
- The District is actively addressing these areas through:
 - Development of a multi-channel communication strategy
 - Implementation of regular staff feedback loops

- Focus on leadership development, succession planning, and workforce capacity
- Alignment of organizational structure, staffing, and strategic priorities
- The District is also preparing for its first CAPRA accreditation visit (April 27–30), which is supporting continued process improvement and policy formalization.
- Findings from this assessment are being incorporated into strategic planning, staffing models, and performance management systems to support long-term growth and sustainability.
- Overall, the District is well-positioned with a strong organizational foundation and clear direction for continued improvement and growth.

Human Resources

- Salaried positions - 37 authorized; 37 filled.
- An updated copy of the Flow chart is included in the pack
 - This is subject to change per the ongoing Strategic plan via Pros Consulting

CAPRA (Commission for Accreditation of Park and Recreation Agencies)

- Self Assessment has now been reviewed and received with feedback.
- Will be connecting with CAPRA lead to start answering any questions they have.
- Have received and made a google drive to share with the CAPRA team to review any answers and questions the team has.

- Final CAPRA Review Team is as follows:
 - Rodney J. Tarullo (CRT Lead) – City of Glenwood Springs Parks and Recreation
 - Maureen McCarthy – Park District of Oak Park
 - Jason R. Lang – East Goshen Township Parks and Recreation
- Have been in talks with Rodney about the onsite visit recommendation
 - Looking to have the final budget approval no later than April to satisfy fundamental standard requirement.
 - Onsite visit may be pushed to the week of April 27-May1 to give us time to go through the approval process thoroughly and not rush on the process.
- Kazuma is working with staff on each chapter to familiarize ourselves with best practices and implementing processes and plans.

Foundation

- The Foundation Board met on March 18 with full quorum present and approved all standard items, including minutes, bills, financial statements, policies, and updated by-laws.
- Significant capital project updates were provided, including:
 - Progress toward architect selection for the **ARC and Raymond Center projects (~\$15M)**
 - Ongoing planning for **golf course renovation (~\$25M)**
 - Advancement of the **ice and turf facility toward GMP**
 - Continued progress on the **SLP overlook project**, supported by a \$160,000 grant

- The Foundation continues to support community partnership efforts, including collaboration with Boom Fastpitch on a future complex and broader fundraising coordination.
- Organizationally, the Foundation reaffirmed its role as a **working board**, with a focus on aligning policies and procedures with positions rather than individuals and maintaining monthly meetings.
- Additional actions included approval for advance payment of paver purchases and participation in upcoming community engagement efforts, including the Community Wellness Fair.
- Staff also provided updates on CAPRA accreditation preparation and organizational assessment efforts, with a continued focus on improving internal communication and operational alignment.

WPRD Foundation Restart – Progress Summary *(January–March 2026)*

- The WPRD Foundation continues to evolve into a structured, transparent, and governance-driven organization, with clear separation from District operations while maintaining strong alignment in mission and purpose.
- Governance and operational structure have been clarified, including:
 - Maintaining the Foundation as a distinct entity with formal Board authority
 - Establishing a liaison-based communication model to ensure consistency and transparency

- Reaffirming that all policies, financial decisions, and formal actions are subject to Foundation Board approval
- Utilizing peer models (Fargo, Grand Forks) as reference points while tailoring an approach specific to WPRD
- Financial systems and processes are being strengthened through:
 - Separation of Foundation and District accounting for clarity and accountability
 - Transition to standardized, software-based financial processes
 - Clear direction that Foundation funds will support District initiatives, not the reverse, maintaining appropriate financial boundaries
- Initial steps have been taken toward long-term financial sustainability, including:
 - Evaluation of a recently received \$1.04 million unrestricted donation
 - Exploration of endowment structures with principal protection and disciplined spending policies
 - Alignment of naming rights and capital fundraising with deferred maintenance and facility lifecycle planning
- Foundational policy development is underway to guide operations, including:
 - Gift acceptance, naming rights, donor recognition, and communication protocols
 - Adoption of best practices and peer models to ensure consistency, compliance, and long-term clarity

- Policies will be brought forward for formal Foundation Board review and approval
- Organizational alignment efforts are focused on:
 - Integrating Foundation responsibilities into existing staff through a liaison/coordinator model
 - Maintaining role clarity, workload balance, and sustainable staffing practices
 - Continuing transparent communication to support a positive organizational culture
- Operationally, the Foundation is progressing in a phased and disciplined manner:
 - Policy review and approval processes have begun to establish a strong operational framework
 - The Foundation will leverage the WPRD Finance Office to support implementation and financial management
 - Newly hired Finance Director, **Jessica Farmer**, will play a key role in building the financial infrastructure as she transitions into her role
 - Future implementation includes integrating Foundation financial operations into Black Mountain software
- Upon completion of financial system integration, the Foundation will be positioned to:
 - Solicit proposals for endowment and investment management services

- Advance a more formalized and scalable fundraising and stewardship model
- Overall, the Foundation is transitioning from a passive entity to a proactive, strategically aligned organization focused on long-term financial sustainability, disciplined governance, and support of WPRD's capital and operational priorities.

MARKETING & PUBLIC RELATIONS PORTFOLIO

Marketing

Social Media: All platforms continue to grow and gain followers using the new strategies. We are working to merge ARC Fitness, Child Sitting, and Aquatics into a single Williston ARC Facebook page, planned for completion by April.

- Facebook
 - WPRD (main page): 13,766 followers
 - WPRD Aquatics: 755 followers
 - Williston Water World: 6,153 followers
 - WPRD Child Sitting Clubhouse: 600 followers
 - WPRD WMGC: 622 followers
 - ARC Fitness: 1,428 followers
- Instagram: 2,051 followers
- LinkedIn: 173 followers
- ARC Google Reviews: 4.5 out of 5.0 (736 reviews)

Website:

- Statistics (February 1-28, 2026): 496,037 webpage views
 - There were **278,417 more** views this month.
- Newsletters: One newsletter was sent with a 58% open rate
 - Subscribers: 2,227

Advertising:

- Pamphlets: Spring pamphlets have been completed and distributed to all schools. Registration for all spring programming will open March 17 at 12:00pm for recreation and fitness, and April 18 at 12:00pm.
- WPRD Magazine: The new issue is complete and now available at the ARC and on our website, with wider distribution currently underway. Feedback has been positive, and it will continue to evolve.
- WPRD Events & Programs: Working on all advertising for the Summer programs and events.
- Williston Water World: Advertising for the upcoming season has begun, and we are also developing permanent signage for the facility. We are working to develop a better way to have a permanent menu as well.
- Bakken Living: An article and advertisement were submitted highlighting Williston Water World.

Public Relations

- Weather Protocol: Created a public document outlining guidelines for canceling events and programs due to various weather conditions. This resource will assist management with weather-related decisions and is available on our website.
- Chokecherry Festival: Working with the CVB to bring more WPRD events to the festival.
- Upcoming Events:
 - Community Egg Hunt: March 27
 - Community Wellness Fair: March 28
 - Williston High School Job Fair: April 1
 - Kids Day Out: May 15

Marketing Coordinator

Tyler has quickly proven to be an essential asset to WPRD Marketing. We've been working hard to get him up to speed in his new role, and his contributions are already making a significant impact. As his position continues to evolve, I'm excited to see our marketing efforts grow even further!

CHILDCARE PROGRAMS PORTFOLIO

Campus Club

Campus Club Summer Program registration opened on March 3rd, and interest has been strong, with over 120 families submitting inquiry forms to date. We will make every effort to accommodate as many families as possible, though final enrollment will depend on available staffing and space.

Many returning staff from both the previous summer and current school year have confirmed they will be working the Campus Club Summer Program. This level of retention provides continuity across sites and supports a strong start to the summer season.

Field Trips to the ARC have officially resumed, with all seven schools scheduled to participate over the coming weeks. These trips continue to provide valuable recreational opportunities and remain a highlight for students.

In addition, we are excited to welcome back Miss Tori with the BookMobile as a returning special guest to support literacy engagement. We are also in the process of scheduling High/Low Fitness Class to return, which has been a popular and engaging activity for students in the past.

With spring approaching, the remainder of the school year will move quickly, and we are preparing for a smooth transition into the summer session.

Kid's Camp

Kid's Camp registration opened on March 17th, and we are already seeing strong participation from both returning and new families. Planning for the summer season is well underway, with multiple coordination meetings already taking place.

At this time, 22 counselors have confirmed their return for the 20206 summer season. Having a high number of returning staff supports consistency in program quality, contributes to smoother daily operations, and provides a sense of familiarity for campers and families.

We look forward to continuing the planning process and finalizing the details that contribute to a safe, engaging, and fun summer experience for all participants.

CHILDSITTING PORTFOLIO

In the short month of February, Child Sitting welcomed 31 new faces to try out the clubhouse. We had so much fun throughout the month with all of our favorite Valentines Day-themed crafts and activities. Some of the highlights on the calendar included: Pajama Day, Story Time, watercolor conversation hearts, Stamp Day, and a few dance parties. We also had two different S.T.E.M days in February, where the kids dissolved heart-shaped bath bombs in warm water, and got to see a conversation heart candy fizzy volcano. The clubhouse had a Valentines Day themed party this month, where they made polaroid valentines for their parents, had a blacklight dance party with heart balloons, and got to play with a fun valentines themed "store" that Cassidy created. As always kids got to take home a special treat and this month it was a choice between a candy necklace or heart-shaped ring pop.

Other fun activities took place in February as staff participated in a Valentine's Day box competition. Each staff member created their own Valentine's box, patrons and children were invited to vote for their favorite box. The winning staff member received a coffee and a special treat as their prize. The

clubhouse also got a makeover at the end of February; all staff pitched in and helped paint the entire clubhouse. We have been posting monthly photo wrap ups on our Facebook page so parents can see everything their kids have been up to throughout each month. Numbers have been consistently rising, and a second mid-shift was added to help with the influx of children we have been seeing during our usual slow hours.

Child Sitting Visits for the Past Three Years:

- February 2024: 1,573
- February 2025: 1,108
- February 2026: 1,648

PARKS PORTFOLIO

Parks Operations

- Winter operations are fully in effect, with outdoor rinks open as weather permits and ongoing snow management and seasonal maintenance activities.
- Parks staff continue to support district-wide operations, including assisting at the ARC during maintenance staff transitions and completing various facility repairs and improvements.
- The Parks Department led the seasonal effort to remove ice from the Pete Conlin Arena, with support from Athletic Facilities and Golf staff
- Work at Spring Lake Park is progressing, including tree removal to support the overlook paving project, with coordination underway on grant funding for future tree replacement.
- Ongoing efforts include equipment maintenance, facility upkeep, and preparation for spring operations.

Athletic Facilities Operations

- Outdoor athletic fields are closed for the season, while indoor ice operations at RFCC remain active.
- Athletic Facilities staff assisted Parks in the removal of ice at the Pete Conlin Arena
- Staff continue to support cross-department operations, assisting with facility maintenance needs and completing minor improvement projects.
- Routine maintenance activities are ongoing, including HVAC servicing, facility repairs, and general upkeep to ensure readiness for spring and summer operations.

Golf Course Operations

- The golf course is closed and winterized, with additional efforts underway to explore seasonal use opportunities such as cross-country skiing.
- Golf staff assisted Parks in the removal of ice at the Pete Conlin Arena, contributing to a collaborative, multi-department effort.
- Planning and coordination for the golf course renovation project continue to advance, including:
 - Selection of Duinick Golf as Construction Manager at Risk (CMAR)
 - Coordination with design and engineering partners
 - Upcoming Board action related to GMP approval and vertical construction services
- Preparations for the upcoming golf season are in progress, including:
 - Clubhouse readiness, staff training, and operational planning
 - Vendor coordination for irrigation (Toro) and equipment
 - Initial planning for clubhouse operations following construction

FACILITIES PORTFOLIO

- A facility schedule is attached to the end of the Park Board packet.
- Guest Services
 - Now receiving interested user groups and non-profit organizations for Water World and Dakota Park concessions opportunities.
 - Have 2 Lead positions coming available in the next 6 weeks. Anticipating current staff interest in filling these roles.
 - Discussing Guest Services department growth with concessions and new facilities in the future.
 - Hiring more Guest Services staff for Summer.
 - Beulah Mazerolle is working with staff on any membership training needed. She is improving Corporate Membership and Scholarship procedures.
- User Groups:
 - Finished Williston United Soccer season on turf
 - Reviewed March and April turf room schedule. Working with WHS on Baseball, Fast Pitch Softball, and Soccer in season times
- Reservations:
 - Waiting on Raymond Center construction timeline to update all 2026 and 2027 reservations.
 - Confirming details and preparing for all events at Raymond Center and ARC in March and April.
 - Keel Boat reserved August-November for Spring Lake Park Nature Center.
 - Multiple Track meets scheduled in March and April hosted by WHS, Stanley, and Scobey, MT schools.
- Facilities
 - Meeting Room partitions have been installed and are working well. Pocket doors still need to be completed but have this work scheduled to begin on March 16th.
- Maintenance/Janitorial

- LED Fixtures for pool have arrived. Triangle Electric starting install on March 16th.
- Scheduled court resurfacing in April. This will be an annual maintenance project.
- Developing a 5-year Capital Maintenance Plan to guide our budgeting and large building maintenance projects.
- RFCC Operations & Events
 - Hockey season has come to an end and show season will begin. Volleyball and wrestling continue as usual.
- Arena
 - Open skate came to an end on Tuesday March 10th
 - Blue Cross has sponsored skates on Tuesday nights, so they were free for the community all year
 - 820 skates were handed out on Tuesday nights
 - OKA figure skating practiced on Sundays, Tuesdays, and Thursdays in March
 - The ice was removed on March 16th
 - The hockey club hosted a 12u and 14u girls state tournament at the Agri and Pete Conlin arena March 13th-15th
- Events and Reservations
 - There were vendor shows held on February 7th and 14th
 - Date night weekend took place the weekend of February 20th-22nd
 - There was a card show on February 28th
 - The Sport and Rec show will be the first event held in the arena this year on March 20th-22nd

- **January safety topic**
 - “Winter Storm Preparedness”
 - no near misses in January

AQUATICS PORTFOLIO

Swim Lessons

- Swim lesson sessions continue to perform well, with recent sessions (February 2–12) successfully completed and reduced morning and evening offerings continuing to meet demand.
 - A total of 68 participants were enrolled in the most recent session.
- Private lessons remain in high demand, with over 150 participants currently on the waitlist, though overall demand has improved following recent summer program adjustments.
- The Angelfish Program is scheduled to resume in March following spring break.

Aquatics Fitness

- Aquacise classes have experienced strong participation growth, averaging 12–18 participants per session.
 - River Walking programming continues, with updated schedules available online and Saturday sessions (8–11 AM) coordinated alongside lap swim opportunities.
- SwimFit Program
 - The next SwimFit session begins March 3rd, with both adult and youth offerings continuing to build participation.
 - Adult SwimFit currently has 9 participants, with classes offered at 6:00 AM on Tuesdays and Thursdays, including drop-in options.
 - Youth SwimFit will operate on Tuesdays and Thursdays from 6:30–7:15 PM, with current enrollment at 9 participants.

User Groups

- Sealions Swim Team:
 - Successfully hosted a meet January 23–25
 - Upcoming “Last Chance” meet scheduled for March 14
- High School Swim:
 - Boys season included a home meet on January 10
 - Season is scheduled to conclude prior to spring break

Aquatic Amenities

- Diving boards remain closed for high school use, with repairs planned prior to the next season.

Lifeguard Training & Safety

- Lifeguard training continues with regular drills focused on full-pool surveillance and response readiness.
- Monthly in-service trainings are in place to ensure staff remain current and prepared.
- Recruitment efforts are underway to support seasonal staffing needs at Williston Water World.

Community Training Programs

- CPR and community training offerings continue to expand:
 - CPR training held February 28
 - Additional CPR class scheduled for May 9
- New Babysitter Training Course launching April 18, focused on youth (ages 11–16) with emphasis on infant/toddler CPR and childcare preparedness

Pool Maintenance

- Routine maintenance continues, including scheduled hot tub servicing completed on:
 - February 9

Recreation Portfolio – Winter Programming 20266

Adaptive Programs

Wonders Adaptive Bowling

- **Dates:** Jan 5 – Mar 9
- **Fee:** Free
- **Current Registration:** 48
- **2024 Registration:** 25
- **2023 Registration:** 15
- **Special Note:** Wonders Bowling is certainly the most attended Wonders program! The Wonders love to be able to participate within their friend groups or with their families at each lane. We wrapped up our season on March 2nd with treats and cake to celebrate all birthdays!
- **Other Updates:**
 - Wonders are doing a Cash Calendar for a new fundraiser. Tickets will be sold until end of February. There will be a winner every day in March!
 - Wonders End of Season Awards Banquet: Feb 22

In-House Programs

Youth Pickleball

- **Dates:** Mar 4 – Apr 15
- **Fee:** \$32.00
- **Current Registration Numbers:** 44
- **2025 Registration Numbers:** 30
- **2024 Registration Numbers:** N/A
- **Special Note or Highlight:** Pickleball Spring season just kicked off on March 4th! We are seeing an increase in numbers each session which is great to see. The program is led by competitive pickleball enthusiasts that also lead the Williston Adult Pickleball Club.

Youth Boys Basketball

- **Dates:** Jan 6 – Feb 26
- **Fee:** \$41.50
- **Current Registration Numbers:** 96
- **2025 Registration Numbers:** 116
- **2024 Registration Numbers:** 119
- **Special Note or Highlight:** The basketball season is going great!

The kids, parents and coaches are having a good time and I have had no complaints so far. The score at the end of each game is higher than usual, showing that the competition level has increased! The championship tournament on Saturday, Feb 28th went great as well!

Sporties For Shorties

- **Dates:** Feb 17 – Mar 5
- **Fee:** \$32.00
- **Current Registration Numbers:** 21
- **2025 Registration Numbers:** 10
- **2024 Registration Numbers:** N/A
- **Special Note or Highlight:** Sampler went great, which is now being rebranded as Sporties for Shorties. The 3 and 4 year old age group is perfect for the idea of sports sampling. Early specialization in sports comes with real downsides: higher injury rates, more stress, and a greater chance of burning out or quitting sports altogether. Sport sampling does the opposite. When kids try multiple sports, they build stronger overall motor skills, learn to apply those skills in new environments, stay active in sports longer, and develop social-emotional skills more naturally. It keeps sports fun, balanced, and developmentally appropriate, exactly what childhood athletics should be.

Adult Programs

Adult Volleyball

- **Dates:** Feb 28 – Apr 29
- **Fee:** \$268 | \$200
- **Current Registration:** 32
- **2024 Registration:** 28
- **2023 Registration:** 25

Special Note or Highlight: Season has started off well and teams are competing at a high level. Everyone seems to be enjoying the program.

Travel Sports Programs

Chaos Volleyball

Winter Season

- Dates: October-March
- Fee: \$400 For Regional Team \$2000 For National Team
- Current 2026 Registration: 98 for Winter
- 2025 Winter Registration: 84
- 2024: No winter season

2025-2026 Numbers

- 12u will have 3 teams
- 14u will have 4 teams
- 16u will have 1 team
- 18u will have 1 team

Highlight:

- We will be hosting home tournaments on February 20-22 and March 20-22.
- The 16s and 18s have combined to help with numbers at tournaments.
- We held a telethon on Feb 9th as a fundraiser for the program. Other clubs have seen huge success with this in the past! The club raised \$24,000.
- Our 12u National Team went to Denver Colorado for a tournament where they took 1st place in the bronze division. I have heard it was a great overall experience for everyone that went!
- Our Spring tryout will be on March 3rd at the Raymond Center.

Baseball

- We are hoping to get Mark Lacroix down for our Head Oilers coach. He has been the Dakota College of Bottineau head baseball coach and Bottineau Legion head coach for some time. This would be huge for our program.
- We have hired Camdin Miller as our Keybirds assistant coach. He has been in the program before and is great. Last time he was on staff the

Keybirds took 2nd at state and went to the regional. We are excited to have him back.

- Off-season Baseball will start first Sunday in January. Coach Trevor and I will run it the first 2 weeks then the Assistant Coach for the Tetons will take over for 6 weeks before their season starts. We have had great numbers for this! Normally 20-30 kids for the first group and around 20 for the second group.
- T-Shirt Team Sponsor / Baseball Fence Signs / Boosters

Boom

- Boom Softball is in a great place! We're currently looking to add a few new board members to bring in more ideas and assist with upcoming needs. The offseason timeline will remain about the same, with tryouts for older girls taking place early February again — and possibly for the younger divisions as well.
- Behind the scenes planning for the new Boom Softball Stadium.
- Boom tryouts start for 14-18 on Feb 22. And May 8th & 10th are 10U-12U try-outs. Off season has been great and they even got to practice outside one day!

Special Events

- February 20-22 Date Night Weekend! With a slightly new format. Mother/Son Friday Night, Daddy/Daughter Saturday afternoon and a NEW! Family Event Saturday Night! All the families that attended had so much fun!
- February 22: Keel Boat Clash partnership!
- February 27 Parents Night Out – Well attended and the kids had a great time
- March 10 Puzzle Palooza only 6 teams because of Spring Break plans
- March 20 Movie at the ARC Little Rascals in the Tennis Courts
- March 23 SK8 Nite is back!

Upcoming:

- March 27 Parent's Night Out
- SK8 Night is back every Monday all summer along with SK8 birthday parties at the Raymond Center
- April 14 Puzzle Palooza
- April 18 Mom & Me – Just Bee Together ARC meeting rooms

FITNESS & WELLNESS PORTFOLIO

Group Fitness

- Group fitness participation totaled 1,130 visits this month (compared to 1,325 last month), with 130 classes offered and an average of 8 participants per class.
 - A new weekly **Friday Pop-Up class** has been introduced at 12:15 PM to provide variety and increase engagement.

Adult Fitness Programs

- Boot Camp programming continues to perform well, with the next session beginning in March and 16 participants currently registered.
- Women-focused programming remains strong, including:
 - Women & Weights (full enrollment for upcoming session)
 - Women's Workout Wisdom
 - Upcoming workshops in April focused on prenatal, postpartum, and women's health/hormones
 - Pink Gloves Boxing continues to see interest, with the PM session running successfully (14 participants), while the

AM session was canceled due to low enrollment. Future sessions are planned for Fall 2026.

- Nutrition and lifestyle programming continues, including:
 - Food with Friends (next session March 2026)
 - Meal Prep & Nutrition course (January session canceled due to low participation)
 - Seasonal offerings such as Summertime Snacks and Healthy Holiday Food with Friends
- Les Mills Strength Development programming will relaunch in March after a previous session was canceled due to low participation.
- New programming initiatives, including **Mom & Me Fit**, are in development with a targeted launch in Summer 2026.

Youth & Teen Fitness Programs

- Youth Boot Camp continues to perform well, with 14 participants in the February session.
- Teen Fit Endurance & Agility program continues to build participation, with 11 participants registered for the upcoming March session.
- Additional youth strength and performance programs are in development, with staffing currently being finalized for future implementation.
- Ongoing youth offerings include Tyke Time (next session March 2026) and future programming such as Youth Pink Gloves Boxing and Youth Outdoor Cycle (Summer/Fall 2026).
- User group training continues, including partnerships with WHS and local youth athletics.

Fitness Center & Equipment

- Fitness equipment remains largely in good working order, with minor repairs scheduled and coordination underway with service technicians.
- New Matrix cardio equipment has been ordered and is expected to arrive in late March/early April.

Personal Training

- Personal training activity remained steady, with 73 sessions completed and total sales of \$3,072 (\$2,928 net after discounts).
- Strong growth was seen in session purchases, with 144 session punches and 24 session passes sold.
- Initial assessments and new inquiries remain steady, with continued opportunity for growth in training packages.

Senior Fitness & Wellness

- Senior programming continues to see strong engagement, with 12 classes and 140 participants this month.
- Monthly **Lunch and Learn** events remain a key engagement tool, with strong attendance and continued community partnerships:
 - February session (CHI Dementia): 32 attendees
 - Upcoming topics include WPD Scams (March) and Cardiac Rehab (April)

- Additional initiatives include incentive-based participation programs and the return of the Better Bones & Balance Challenge in Fall 2026.

Fitness Challenges & Special Events

- The “**Leaping Into 2026**” **Fitness Challenge** continues to see strong participation, with 139 participants working toward 2,026 minutes of activity over 60 days.
 - The challenge will conclude with a community event and participant recognition, including raffles and prizes.
 - Planning is underway for the **Community Wellness Fair on March 28**, with vendor outreach ongoing to support participation and engagement.
-

FINANCE PORTFOLIO

March 2026 Financial update

- Jessica will provide an update of current operations.
- An update on monthlies (Expense, Revenue, Sales Tax) will be provided prior to the meeting.
- Current agenda will address account access to move finance operations forward per Jessica's discretion

Joe Barsh

From: Mark Vitelli <MarkV@compasscap.com>
Sent: Tuesday, March 10, 2026 3:21 PM
To: Joe Barsh; Kate Cote
Cc: Amy Danio
Subject: February commentary

CAUTION: This e-mail is not validated to come from the sender.

Hi Joe,

My apologies for not getting this to you yesterday. Here is the commentary for the month of February.

The Project account remains fully invested and continues to earn income each month at the average yield of just over 3.6%. Total return in the first three months has been nearly \$650,000. Given that the Federal Reserve is now in a holding pattern and do not plan to reduce interest rates further, any maturities that are not needed for the projects immediately will be reinvested at roughly current interest rates.

The Debt Service Reserve accounts are also fully invested and continues to perform as expected. The portfolios each gained just over 1% in February due to a decline in market interest rates leading to unrealized gains.

We have also begun to invest the cash in Debt Service accounts as well and will continue to invest the monthly deposits as they go into the respective accounts.

Please let me know if you have any questions or would like additional information.

Thanks,

Mark

Mark Vitelli, CFA
Senior Portfolio Manager

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Williston Parks & Recreation District
Park Board Executive Director/Staff Reports

March 2026

Memberships Portfolio

Membership Totals for February 2026

	Auto draft	1 month	6 months	12 months	Punch Pass	Total
Youth	102	54	67	59	285	567
Adult	358	75	135	161	1886	2,615
Senior	43	17	45	96	124	325
Veteran	34	5	15	21	9	84
Family	532	59	126	261	-	978
Corporate	-	15	113	183	-	311
WSC Staff	25	0	1	5	-	31

- Corporate Business Memberships: 18
- Active & Fit: 68
- Silver & Fit: 47
- Silver Sneakers: 283
- OnePass/Renew Active: 147
- WSC Students: 236
- Scholarships:
 - Adult:25, Senior:3, Youth:23

Daily Visits for February 2026

- Daily Adults: 1,564
- Daily Youth: 2,627
- Daily Seniors: 76
- Member Visits: 17,005
- WSC Staff Members: 214
- Health Incentives (Active & Fit, Silver & Fit, Silver Sneakers, OnePass/Renew Active): 1,626

- WSC Student Members: 1,286
- Scholarships: 220
- Teams/Organized Visits: 636

Month-to-Month Membership Statistics

	January 2026	February 2026
Youth	613	567
Adult	2,798	2,615
Senior	354	325
Veteran	90	84
Family	1,047	978
Corporate	440	329
WSC Staff	31	31
Health Incentives	572	545
WSC Students	168	236
Scholarships	41	51
Total Memberships	6,154	5,761

	January 2026	February 2026
Adult Day Passes	1,670	1,564
Youth Day Passes	3,137	2,627
Senior Day Passes	85	76
Member Visits	17,051	17,005
WSC Staff Visits	239	214
Health Incentive Visits	1,273	1,626
WSC Students Visits	769	1,286
Scholarship Visits	135	220
Team/Org Visits	606	636
Total ARC Visits	26,142	25,254

April 2026

April 2026

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

- Events
- WARC
- Meeting Rooms
- ARC Pool
- RFCC
- Water World
- Keel Boat
- Spring Lake Park
- Harmon Park
- Davidson Park

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
API Chili Cook Off	Headings Rodeo Carpet Squares pickup		Campus Club Party Dakota Family Solutions	Boy Scouts Merit Badge Scobey Track Meet	Enchanted Meadowlark Vendor Show	
5	6	7	8	9	10	11
		Sea Lions Board	Campus Club Party Dakota Family Solutions	Boy Scouts Merit Badge WBOR WHS Prom Carpet	WABA Home and Garden Show	
12	13	14	15	16	17	18
WABA Home and Garden		WHS Girls Tennis vs		Gym court re-surfacing	WABA Home and Garden Show	
			Campus Club Party Dakota Family Solutions		Bailey Pro Rodeo	
				Boy Scouts Merit Badge	WHS Girls Tennis vs	Trenton After Prom
19	20	21	22	23	24	25
Gym court re-surfacing	WHS Girls Tennis vs	WHS Girls Tennis vs	Campus Club Party Dakota Family Solutions		Family Crisis Shelter	
		1:00 PM Managers			WHS Girls Tennis vs	
26	27	28	29	30	1	2
		WHS Girls Tennis vs	Campus Club Party Dakota Family Solutions	WHS Girls Tennis vs St.	Girl Scouts Sleepover	
					Williston Market	

May 2026

-  Events
-  WARC
-  Meeting Rooms
-  ARC Pool
-  RFCC
-  Water World
-  Keel Boat
-  Spring Lake Park
-  Harmon Park
-  Davidson Park

May 2026

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
		WHS Girls Tennis vs Shrine Cirous	WHS Girls Tennis vs Campus Club Party	WHS Girls Tennis vs St. WHS	Girl Scouts Sleepover	Williston Market
3	4	5	6	7	8	9
	WHS AP Exam Biology	Sea Lions Board	Dakota Family Solutions		Basin Kruzers	Band Day
10	11	12	13	14	15	16
Basin Kruzers		WHS AP Exams	WHS AP Exams English/ WSC Graduation Chair			Junior Market
						Junior Market
17	18	19	20	21	22	23
		1:00PM Managers	United Way Community Sale			Shawna Leisy Grad Party
24	25	26	27	28	29	30
George Iglesias Grad				ND24 Volleyball Camp		
United Way Community						BO Wedding
31	1	2	3	4	5	6
		Sea Lions Board		Ink Masters Tattoo Show		
		WPD Bike Rodeo				Boy Scouts Day Camp



AGENDA | MEETING MINUTES

JLG 250199 - Western Star Masterplanning

Meeting Date: March 17, 2026

Issued: March 17, 2026

This report states our understanding of the matter discussed and the decisions and/or status reached. Each person receiving a copy of this report is asked to review it promptly and notify the office of JLG Architects within five business days of any errors or omissions.

MEETING INFORMATION:

Date: Tuesday - 03/17/2026

Time: 03.00 pm

Location: JLG WIL - TEAMS

AGENDA:

1. Site Background - Field 6

- Parks staff noted that Field 6 was historically used as a dump site.
 - Expect poor and inconsistent soils, may result in additional over-excavation

2. Existing Irrigation System

- The main irrigation line is part of a looped system. This can be capped and rerouted
- It currently:
 - enters near the backstop area
 - runs down the right field foul line
 - exits under right field near Field 6.
- With the proposed Field 6 improvements, the mainline will need to be relocated and reconnected to maintain the looped irrigation system.

3. Layout Options

Option 1 - Push Field 6 Back Along Centerline Axis (Home-2nd-Center)

- Resolves the field overlap.
- Impacts include:
 - Bullpens behind dugouts pushed into slopes
 - Bleachers and ADA access impacted
 - Likely need for retaining walls and ramp systems
- Most expensive option due to grading and accessibility impacts.

Option 2 - Push Field 6 Back / Relocate Bullpens

- Maintain Field 7 in current location and achieve 220' center field on Field 6.
- Move bullpens to the end of the dugouts along the fence line.
- Avoids slopes and reduces need for retaining walls.
- Potentially more cost-effective solution. repair

SELECTED OPTION: Option 3 - Maintain Bullpens Behind Dugouts / Shift Field 7

- Keep Field 6 at 220' center field.
- Keep bullpen configuration behind dugouts.

Attendees/Present: (if checked)

- Pat Irgens
BOOM Fastpitch
- Tucker Slagle
BOOM Fastpitch
- Jesse Stundal
BOOM Fastpitch
- Kazuma Kaneko
WPRD
- Tyler Burnett
WPRD
- Zac Peterson
WPRD
- Erik Sweet
SNC
- Neil Kiner
SNC
- Michael Walsh
JLG
- Nick Lippert
JLG

- Adjust outfield of Field 7 slightly to resolve overlap. Maintain >10' separation between Field 6 and 7 outfield fences.

Option 4 – Maintain Current Layout / Reduce Center Field Distance

- Keep Field 6 location and bullpen configuration.
- Reduce center field distance below 220'.

4. Geotechnical Investigation

- Geotech work is currently being scheduled.
- Coordination underway with Parks staff regarding site access and field repairs after borings.
- Target timeframe is approximately mid-April.
 - Fields may need to be temporarily closed for 1-2 days during drilling operations.
 - Ideally week of April 6-10 or after April 23rd to avoid home games.

Additional information is forthcoming:

- Size and type of drill rig
- Extent and number of borings
- Final coordination with Boom / High School baseball schedules.

5. Lighting:

- a. Additional dedicated Batting Cage lighting isn't necessary if we can get some coverage from other field lights.

6. Irrigation on field 7&8

- a. Field 8 needs a new system. Include in budget
- b. New system in Field 7 could be an add alternate

7. Timeline:

- a. Timeline Schedule
 - i. Project Design timeline (4 weeks)
 - ii. Fundraising package timeline (3 weeks) (OWNER on fundraising time)
 - iii. Construction Document timeline to permit set (8 weeks)
 - iv. Permitting and Bidding: (4-5 weeks)
 - v. Construction duration (4-5month)
 - vi. Ballseason Schedule (May-August)

Next Meeting Scheduled for: Tuesday, March 31st 3pm-4pm

END OF MEETING MINUTES

Williston Parks and Recreation District

Codes, Laws, and Ordinances Authority & Compliance

Adoption Date:

Park Board Signature:

Purpose

This document identifies the statutory authority and legal framework under which the Williston Parks and Recreation District (WPRD) operates and establishes rules governing the management, operation, and use of District parks and facilities.

I. Statutory Authority – North Dakota Century Code

The Williston Parks and Recreation District derives its authority from the **North Dakota Century Code, Chapter 40-49 (Park Districts)**.

Specifically:

- **NDCC § 40-49-12(3)** authorizes the Board of Park Commissioners to pass ordinances necessary to carry out its powers, including establishing penalties for violations.
- **NDCC § 40-49-13** provides that such powers are exercised by ordinance, resolution, or rule adopted by a majority vote of the Board.
- **NDCC § 40-49-17** provides for enforcement of adopted ordinances through municipal court.

These statutory provisions collectively establish the District's legal authority to create, adopt, and enforce rules governing parks, facilities, programs, and related operations.

II. Compliance with State and Municipal Law

In addition to its statutory authority, WPRD operates in compliance with all applicable:

- North Dakota Century Code provisions
- City of Williston ordinances and municipal codes
- Public safety, fire, health, and alcohol regulations
- Licensing and permitting requirements applicable to special events and facility operations

This includes, but is not limited to, ordinances governing fireworks, alcohol permits, public safety, and other municipal regulations that affect park and recreation operations.

III. Park District Rules and Regulations

Pursuant to its authority under NDCC Chapter 40-49, the Williston Parks and Recreation District has adopted rules and regulations governing the safe, orderly, and lawful use of its parks, facilities, and programs.

These rules address, among other matters:

- Prohibited items and activities
- Public safety and conduct standards
- Facility and park use restrictions
- Animal control and environmental protections
- Hours of operation
- Special event and alcohol permitting requirements

Current rules and regulations are:

- Posted on the District's website
- Displayed through signage at parks and facilities
- Communicated through program materials and staff direction

Rules may be amended, updated, or expanded as necessary by action of the Board of Park Commissioners and Williston Parks and Recreation District leadership to remain consistent with governing law and operational needs.

IV. Enforcement

WPRD rules and applicable ordinances are enforced by District staff and, when necessary, in coordination with local law enforcement. Enforcement authority is supported by NDCC § 40-49-17, which provides for municipal court enforcement of adopted ordinances.

V. Ongoing Review

The Board of Park Commissioners retains authority to review and revise ordinances, policies, and rules as necessary to ensure continued compliance with federal, state, and local law.

AGENDA ITEM: Approval of Financial Institution Authorization and Finance Director Access

Recommended Motion: Read aloud the motion below and all that follows.

Board member: "Move to approve the following financial institution authorizations for Williston Parks & Recreation District:

1. Authorization of Finance Director

Approve adding Finance Director Jessica Farmer as an authorized signer and authorized user on all existing and future deposit and financial accounts held by WPRD at all financial institutions, including but not limited to:

- American State Bank & Trust, First International Bank, U.S. Bank, First State Bank

This authorization includes checking, savings, certificates of deposit (CDs), investment accounts, and any other financial accounts maintained by the District.

2. Authority Over Account Access and Structure

Authorize the Finance Director to determine appropriate account access, signer structure, and permissions for all WPRD financial accounts across all institutions, including the ability to establish or maintain segregation of duties where deemed appropriate.

3. Cash Management and Online Banking Access

Approve updating all cash management, treasury management, and online banking authorizations across all financial institutions to grant the Finance Director full administrative and operational access necessary to perform financial duties, including but not limited to:

- Viewing all accounts, Transferring funds, Initiating and processing ACH transactions, Managing payments, wires, and financial operations, Accessing reporting and financial data systems

4. Removal of Former or Inactive Users

Approve the removal of any former employees or inactive authorized users from all financial accounts, banking systems, and financial institution platforms, as identified by staff and in coordination with each respective financial institution.

5. Execution of Required Documentation

Authorize the execution of all necessary financial and banking documents across all institutions, including but not limited to signature cards, authorization forms, and access agreements, and acknowledge that all required signers may be required to re-sign documentation.

6. Administrative Authority

Authorize the Executive Director and Finance Director to work directly with all financial institutions utilized by WPRD to implement these changes and to make future administrative updates to account access, authorized users, and permissions as necessary for efficient operations, without requiring additional board approval.

7. Oversight and Transparency

Establish that the Finance Director will administer financial institution operations under the general oversight of the Executive Director and in alignment with district financial policies, internal controls, and audit standards.

AGENDA ITEM: Architectural Firm Selection – Recreation Center Project

Recommended Motion:

I move to approve the selection of **Stone Group Architects** as the architectural firm for the Recreation Center project, contingent upon their agreement to utilize **AE2S as the civil engineering partner in place of Moore Engineering**, based on the Board's preference for continuation of services and project continuity, and to authorize the Executive Director to negotiate and execute all necessary contracts, finalize scope and fees, incorporate AE2S into the project team, and proceed with project initiation, coordination, and implementation, with staff directed to provide ongoing updates to the Board regarding project progress and status.

Agenda Item: Consideration and Award of Bid – Mid-Size Wheel Loader Procurement

Prepared For: Williston Parks & Recreation District Board of Commissioners

Meeting Date: [Insert Meeting Date]

Prepared By: [Executive Director / Staff Name]

Background:

The Williston Parks & Recreation District (WPRD) solicited sealed bids for the purchase of one (1) mid-size wheel loader to support district operations, including snow removal, park maintenance, and golf course operations. The Invitation for Bids (IFB) was issued in accordance with North Dakota Century Code (NDCC) § 44-08 and publicly advertised on February 28 and March 7, 2026.

Bids were received electronically and publicly opened on March 16, 2026, at 12:00 PM (CT) in the Jordy Larvik Board Room.

Analysis:

Staff has reviewed all submitted bids for responsiveness and responsibility in accordance with the requirements of the IFB and NDCC § 44-08. Evaluation considered compliance with specifications, pricing, warranty, delivery timeline, service support, and overall value to the District.

A summary of bids received and staff's evaluation is included in the board packet.

Recommendation:

Staff recommends awarding the contract to [Vendor Name] as the lowest responsive and responsible bidder whose proposal meets the specifications and is determined to be in the best interest of WPRD.

Fiscal Impact:

Total Purchase Price: \$_____

Funding Source: [Equipment Fund / Capital Fund / Other]

Suggested Motion:

Move to award the contract for the purchase of one (1) mid-size wheel loader to [Vendor Name] in the amount of \$_____, and authorize the Executive Director to execute all necessary documents in accordance with the terms of the IFB and North Dakota Century Code.