

Draft 3/24/26

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

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**Date | 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 Liffriig.

**ROLL CALL**

**Present:**

Liffriig, Jangula, Linghor, Roness

**Absent:**

Heller

**Also Present:** Jessica, Tyler H, Casey, Matt S, Beulah, Nick Lippert, Miranda, Jim C, Shaleena, Mike

**ADDITIONS AND DELETIONS TO THE AGENDA**

New Business g: Temporary Emergency Shelter Agreement Approval

**APPROVAL OF MINUTES**

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

**Motion Carried**

**APPROVAL OF BILLS**

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

**ROLL CALL VOTE:**

AYE: Liffriig, Jangula, Roness, Linghor

NAY: None

ABSENT: Heller

**Motion Carried**

**APPROVAL OF FINANCIAL STATEMENTS**

**Motion** by Jangula, **Seconded** by Linghor, to approve Park District Financial Statements.

**ROLL CALL VOTE:**

AYE: Liffriig, Jangula, Roness, Linghor

NAY: None

ABSENT: Heller

**Motion Carried**

**FINANCIAL REPORT – 2026 Financials**

- Revenue/Expense
  - Revenue- \$416,800

- Expense- \$1,213,300
- Cash fund Balance at the end of February WPRD General Fund + CD's
  - \$7,114,303.72
- Capital Funds

Capital Funds Account		February Interest	Total
Deposit Amount	\$	696.83	\$ 1,009,987.83
Parks	20% \$	139.37	\$ 201,997.57
Athletic Fields/Golf Course	15% \$	104.52	\$ 151,498.17
Facilities	20% \$	139.37	\$ 201,997.57
Rainy Day	25% \$	174.21	\$ 252,496.96
Capital Purchase	20% \$	139.37	\$ 201,997.57

- 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	3/25/2026	1.64%
	Total CD Reserves	\$	<u>1,400,729.29</u>		

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	\$	<u>205,704.83</u>		

**EXECUTIVE DIRECTORS/STAFF REPORT**

**a. Projects**

- a. Spring Lake Park project has kicked off. Working with Juma and Emily with bid releasing. April 4<sup>th</sup> is first public notice.

- i. Bids come and will approve a contract. This will be a summer project. We have had heaving issues these past few days. We will let the frost get out and see what the whole damage will look like. Jim will identify the scope. Looking at potential pathways for this project.

**b. Ice and Turf Facility**

- i. Moving forward and had a video loop playing during the state hockey tournament. Was a talking point during the tournament.
- ii. Got marketing materials to get corporate naming rights and will kick off this week.
- iii. Design is coming along.
- iv. Next step is going towards a GMP.

**c. Golf Course Project**

- i. Have a GMP to approve and need to approve bid on vertical structure architect. We can initiate horizontal construction May 10<sup>th</sup> if all goes well. We will try to do the ground breaking ceremony then.
- ii. Golf Course is closing Labor Day and will be shut down until 18 hole course is completed.

**d. Western Star Project**

- i. Zac Peterson, Kazuma and Tyler have been going to the meetings.
- ii. Getting master site plan
- iii. There will be an element of fundraising with this. Will be working with the Boom Fastpitch.
- iv. Highest priority will be ADA Access to Star.

**e. Pros Consulting**

- i. Met with Mike this week. Had a report on the survey staff had completed.
- ii. Staff feel good about working in Park District right now but can improve on communication. Can work on internal marketing.

**f. Foundation**

- i. Progressing and overhauling with procedures and policies.
- ii. Feel good about the traction and have the CD with endowment donation
- iii. Looking to get ready to go once CD is matured. Need to build the business of the foundation in the software and get a firm to manage the endowment.
- iv. RFP will be put out soon to local institutions to manage the endowment.
- v. Will have weekly internal foundation meetings and talk about the goals of the Foundation. Tomorrow, Pros Consulting will be consulting with relationship between WPRD and Foundation.

**g. RFCC and WARC**

- i. Need to approve an architect for the renovations for RFCC and WARC.

**b. CAPRA**

- a. Kazuma is working with CAPRA team lead with onsite visit.
- b. Testament with the state on moving forward with Mandan and Dickinson trying as well.
- c. Onsite visit will be April 27-30 and was pushed because of getting budget approvals.**

- d. **More fundamentally important for the district.**

**OLD BUSINESS**

- a. **Potential Parkland Acquisition Discussion**

- i. Parcel: 01-269-00-00-31-220
- ii. Parcel: 01-269-00-00-31-210
- b. Email from Jordan Braaten – working with Jacob Braaten (Realtor) who is working with the owner to prepare for court to proceed with a quiet title. They have every intention of selling us the land.
- c. We have every right to step away from the deal as well.
- d. Not concerned with the timeline of this project right now as well.

**NEW BUSINESS**

- a. **RFCC + WARC Renovation: Architect Recommendation**

- i. **JLG**
- ii. **ICON**
- iii. **EAPC**
- iv. **POPE**
- b. Had an internal review team for these proposals.
- c. Joe, Kazuma, Jim, Mike, Matt and Zac were the evaluators of these proposals.
- d. **WPRD recommends moving forward with JLG.**
- e. Commissioner Jangula motioned to approve the recommendation of JLG architects as the architectural firm for the RFCC Renovation and WARC Projects and authorize the Executive Director to negotiate and execute all necessary contracts, finalize scope and fees, incorporate the selected firm into the project team, and proceed with project initiation, coordination and implementation. **Seconded by Commissioner Roness.**

**ROLL CALL VOTE:**

AYE: Liffrig, Jangula, Roness, Linghor

NAY: None

ABSENT: Heller

**Motion Carried**

- b. **Municipal Golf Course Renovation: Architect Recommendation**

- i. **Douglas Fredrickson**
- ii. **Stone Group**
- b. Same approval structure for the vertical structure of the golf course.
- c. Joe, Zack, Kevin Norby and David Juma were on the internal review team. Recommend going with **Stone Group architects.**
- d. Commissioner Roness Motioned to approve the recommendation of Stone Group Architects as the architectural firm for the vertical structures associated with the Municipal Golf Course renovation project, contingent upon their agreement to utilize AE2S as the sole civil engineering partner, and 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. **Seconded by commissioner Linghor.**

**ROLL CALL VOTE:**

AYE: Liffbrig, Jangula, Roness, Linghor

NAY: None

ABSENT: Heller

**Motion Carried**

**c. WPRD Policy Update/Approval: Codes, Laws and Ordinance – Authority & Compliance**

- a. Commissioner Roness motioned to approve the WPRD Codes, Laws and Ordinances Authority and Compliance Policy. **Seconded by Commissioner Jangula. Motion Passed.**

**d. GMP Approval: Williston Municipal Golf Course Renovation: Duininck Golf – CMAR**

- a. Commissioner Jangula Motioned to approve the Guaranteed Maximum Price (GMP) proposal submitted by Duininck Golf, Inc. for the Municipal Golf Course project, as presented, and further approve the Owner's Contingency, and authorize the Executive Director to execute the contract and any necessary project-related documents, and further authorize the Executive Director to approve change orders within the approved project budget and contingency, and proceed with project implementation. **Seconded by Commissioner Roness.**

**ROLL CALL VOTE:**

AYE: Liffbrig, Jangula, Roness, Linghor

NAY: None

ABSENT: Heller

**Motion Carried**

**e. Approval of Banking Authorization and Finance Director Access**

- a. Started just having banking access with ASB – Joe talked with them and what our goals were.
- b. Jessica will restart our finance operations. Jessica has a high level of experience and need to give her the opportunity to rebuild and start fresh.
- c. Commissioner Roness motioned to approve the financial institution authorizations for Williston Parks and Recreation District as presented, including authorization for the Finance Director as an authorized signer and user on all existing and future accounts, authority over account access and structure, approval of cash management and online banking access, removal of former or inactive users, execution of required financial documentation, administrative authority to implement and maintain account access and permissions, and establishment of oversight and transparency measures, and authorize the Executive Director and Finance Director to execute all necessary documents and implement these changes across all financial institutions in accordance with district policies.

**Seconded by Commissioner Jangula.**

**ROLL CALL VOTE:**

AYE: Liffbrig, Jangula, Roness, Linghor

NAY: None

ABSENT: Heller

**Motion Carried**

**f. Consideration & Award of Bid – Mid-Size Wheel Loader Procurement**

- a. Commissioner Jangula motioned to award the contract for the purchase of one (1) mid-size wheel loader to **RDO Equipment CO., in the amount of \$207,711.00**, in accordance with the terms of Invitation for Bids and North Dakota Century Code and authorize the Executive Director to execute all necessary documents and proceed with procurement and implementation. **Seconded by Commissioner Linghor**

**ROLL CALL VOTE:**

AYE: Liffbrig, Jangula, Roness, Linghor

NAY: None

ABSENT: Heller

**Motion Carried**

**g. Temporary Emergency Shelter Agreement Approval**

- a. Commissioner Roness motioned to approve the temporary emergency shelter agreement with the county. **Seconded by Jangula. 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

**WILLISTON PARKS & RECREATION DISTRICT  
BOARD MOTION SUPPORT SHEETS**

**AGENDA ITEM 1: RFCC & WARC Renovation: Architect Selection**

**Motion (Read Aloud)**

I Move to approve the recommendation of JLG Architects as the architectural firm for the RFCC Renovation and WARC projects, and authorize the Executive Director to negotiate and execute all necessary contracts, finalize scope and fees, incorporate the selected firm into the project team, and proceed with project initiation, coordination, and implementation.

**What This Motion Approves (Full Scope)**

By approving this motion, the Board is:

- Selecting JLG Architects as the most qualified firm for architectural services
- Authorizing negotiation and execution of a professional services agreement
- Approving development of final scope, fees, and project deliverables
- Authorizing incorporation of the architect into the full project team, including coordination with construction management
- Authorizing initiation of design, planning, and project coordination efforts
- Directing staff to proceed with implementation of RFCC and WARC improvements

**Reference to Materials**

This motion reflects the RFQ process, proposal evaluations, scoring results, and staff recommendation as included in the Board packet and presented during the meeting.

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**Motion Made By:**

Board Member Name: Logan Jangula

Signature: 

Date: 3/24/26

**WILLISTON PARKS & RECREATION DISTRICT  
BOARD MOTION SUPPORT SHEETS**

**AGENDA ITEM 2: Municipal Golf Course Vertical Structures: Architect Selection**

**Motion (Read Aloud)**

I Move to approve the recommendation of Stone Group Architects as the architectural firm for the Vertical structures associated with the Municipal Golf Course renovation project, contingent upon their agreement to utilize AE2S as the sole civil engineering partner, and 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..

**What This Motion Approves (Full Scope)**

By approving this motion, the Board is:

- Selecting Stone Group Architects as the architectural firm for the project
- Approving the condition that AE2S will serve as the civil engineering partner
- Authorizing negotiation and execution of a professional services agreement
- Approving development of final scope, fees, and project deliverables
- Authorizing incorporation of AE2S and the architect into the full project team
- Authorizing initiation of design, planning, and project coordination efforts
- Directing staff to proceed with implementation of the Municipal Golf Course project

**Reference to Materials**

This motion reflects the RFQ process, proposal evaluations, conditions of selection, and staff recommendation as included in the Board packet and presented during the meeting.

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**Motion Made By:**

Board Member Name: Shawn Roness

Signature: 

Date: 3-24-26

**WILLISTON PARKS & RECREATION DISTRICT  
BOARD MOTION SUPPORT SHEETS**

**AGENDA ITEM 3: GMP Approval – Duinick Golf CMAA: Municipal Golf Course  
Renovation Project**

**Motion (Read Aloud)**

I Move to approve the Guaranteed Maximum Price (GMP) proposal submitted by Duinick Golf, Inc. for the Municipal Golf Course project, as presented, and further approve the Owner's Contingency, and authorize the Executive Director to execute the contract and any necessary project-related documents, and further authorize the Executive Director to approve change orders within the approved project budget and contingency, and proceed with project implementation.

**What This Motion Approves (Full Scope)**

By approving this motion, the Board is:

- Approving the Guaranteed Maximum Price (GMP) for the Municipal Golf Course project
- Approving the Owner's Contingency as part of the project budget
- Authorizing execution of the construction contract and all supporting documents
- Authorizing the Executive Director to approve change orders within the approved budget and contingency
- Authorizing staff to proceed with full project implementation
- Acknowledging ongoing reporting to the Board on project progress and status

**Reference to Materials**

This motion reflects the GMP proposal, project budget, contingency structure, and supporting documentation as included in the Board packet and presented during the meeting.

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**Motion Made By:**

Board Member Name: Logan Jangula

Signature: \_\_\_\_\_

Date: 3/24/26

**WILLISTON PARKS & RECREATION DISTRICT  
BOARD MOTION SUPPORT SHEETS**

**AGENDA ITEM 4: Financial Institution Authorization & Finance Director Access**

**Motion (Read Aloud)**

I Move to approve the financial institution authorizations for Williston Parks & Recreation District as presented, including authorization of the Finance Director as an authorized signer and user on all existing and future accounts, authority over account access and structure, approval of cash management and online banking access, removal of former or inactive users, execution of required financial documentation, administrative authority to implement and maintain account access and permissions, and establishment of oversight and transparency measures, and authorize the Executive Director and Finance Director to execute all necessary documents and implement these changes across all financial institutions in accordance with district policies.

**What This Motion Approves (Full Scope)**

By approving this motion, the Board is:

- Authorizing the Finance Director & Executive Director to have full discretion over designated official signers and users on all current and future financial accounts.
- Approving full authority over account access, structure, and permissions across all institutions
- Approving cash management, treasury, and online banking access necessary for operations
- Authorizing the removal of former or inactive users from all financial systems
- Authorizing execution of all required banking and financial documentation
- Granting administrative authority to maintain and update account access and permissions as needed
- Establish authority for the Finance Director to oversee all financial operations, ensuring alignment with district policies and audit standards. The Finance Director will be responsible for implementing and maintaining appropriate segregation of duties in accordance with industry best practices.

**Reference to Materials**

This motion reflects the full financial authorization details, institutional relationships, and administrative updates as included in the Board packet and presented during the meeting.

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**Motion Made By:**

Board Member Name: Shawn Rones

Signature: [Signature]

Date: 3-24-26

**WILLISTON PARKS & RECREATION DISTRICT  
BOARD MOTION SUPPORT SHEETS**

**AGENDA ITEM 5: Wheel Loader Procurement**

**Motion (Read Aloud)**

**I Move to award the contract for the purchase of one (1) mid-size wheel loader to RDO Equipment Co., in the amount of \$207,711.00, in accordance with the terms of the Invitation for Bids and North Dakota Century Code and authorize the Executive Director to execute all necessary documents and proceed with procurement and implementation.**

**How that total was calculated**

- Base equipment (John Deere 544G with attachments): \$203,800.00
- Selected warranty (Powertrain & Hydraulics, 5,000 hrs / 60 months): \$3,911.00
- Total Approved Amount: \$207,711.00

**What This Motion Approves (Full Scope)**

By approving this motion, the Board is:

- Awarding the bid to the selected vendor as the lowest responsive and responsible bidder
- Approving the total purchase amount, including extended warranty coverage
- Authorizing execution of all procurement and contract documents
- Authorizing staff to proceed with purchase, delivery, and implementation of the equipment

**Reference to Materials**

This motion reflects the bid tabulation, staff evaluation, vendor quote, warranty selection, and procurement documentation as included in the Board packet and presented during the meeting, including the RDO Equipment Co. investment proposal and warranty options.

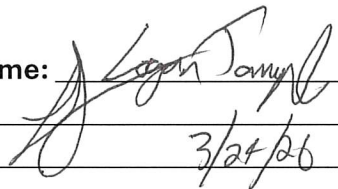
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**Motion Made By:**

**Board Member Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

  
3/24/26