

Williston Park Board - Regular Meeting
November 18th, 2025
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 10/21/2025
- 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. Compass Capital Presentation
 - b. CMAR Williston Ice/Turf Facility Firm Selection
 - i. PCL
 - ii. JeDunn
 - iii. FCI
 - c. SLP Building lease – Williston Rifle & Pistol Club
 - d. Land Donation – WBSD#7: Parcel 01-328-00-62-86-000
- VIII. Correspondence
 - a. Citizens to be heard.
 - b. Written
- IX. Adjourn

Next Park Board Regular Meeting **Tuesday, December 16th, 2025 @ 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

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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 10.21.25

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

PRESENT: Liffbrig, Heller, Linghor, Roness

ABSENT: Jangula

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

Heller called meeting to order.

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

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

MOTION CARRIED.

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

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

FINANCIAL REPORT – September 2025 Financials

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

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

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

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

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

Draft 10.21.25

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

EXECUTIVE DIRECTORS/STAFF REPORT

Admin:

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

Grants:

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

Capital Projects:

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

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

Pros Consulting: Strategic Growth

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

HR:

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

CAPRA

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

Foundation

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

Marketing & PR:

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

Recreation:

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

OLD BUSINESS

NEW BUSINESS

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

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

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

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

No correspondence or citizens were present to be heard.

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

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager

11/10/25
15:30:12

WILLISTON PARKS & RECREATION DISTRICT
Cash Report by Fund/Account
For the Accounting Period: 10/25

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Report ID: L160

Funds 10- 10

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 General Fund						
113100 WPRD Checking	2,283,967.33	1,695,053.95	5,180.91	537,951.27	381,804.66	3,064,446.26
113200 Payroll Checking Account	-9,243.10	537,886.02	0.00	0.00	534,539.62	-5,896.70
113500 BB Checking	-6,691.94	0.00	0.00	0.00	0.00	-6,691.94
113600 Capital Funds	1,006,098.02	851.74	0.00	0.00	0.00	1,006,949.76
Total Fund	3,274,130.31	2,233,791.71	5,180.91	537,951.27	916,344.28	4,058,807.38
Totals	3,274,130.31	2,233,791.71	5,180.91	537,951.27	916,344.28	4,058,807.38

*** 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.

11/10/25
15:28:47

WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For checks between: 10/01/25 - 10/31/25

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Report ID: W100X1

Claims

Check #	Check		Check Amount	Date		Notes
	Type	Vendor/Employee/Payee Number/Name		Period	Issued	
-99066	Clm E	469 PEOPLE TRAIL	99.95	10/25	10/06/25	
-99065	Clm E	63 BSN SPORTS, LLC	3031.52	10/25	10/06/25	
-99064	Clm E	283 MVEC	1712.69	10/25	10/03/25	
-99063	Clm E	874 LEASE CONSULTANTS CORPORATION	6845.37	10/25	10/03/25	
-99062	Clm E	233 LINDE GAS & EQUIPMENT INC	85.50	10/25	10/03/25	
-99061	Clm E	252 MDU	42478.23	10/25	10/03/25	
-99060	Clm E	733 PS GARAGE DOORS	325.00	10/25	10/03/25	
-99059	Clm E	336 PRO SAFE SERVICES	125.00	10/25	10/07/25	
-99058	Clm E	231 LES MILLS UNITED STATES TRADING	822.00	10/25	10/08/25	
-99057	Clm E	747 ASURE OPERATIONS	99.00	10/25	10/08/25	
-99056	Clm E	446 WILLISTON HERALD MEDIA-Column	360.00	10/25	10/08/25	
-99055	Clm E	1068 GONZALES, GAGE	75.00	10/25	10/08/25	
-99054	Clm E	1067 WALMART - TREVIPAY	622.02	10/25	10/10/25	
-99053	Clm E	336 PRO SAFE SERVICES	475.00	10/25	10/10/25	
-99052	Clm E	1071 LEWIS, JADON	210.00	10/25	10/13/25	
-99051	Clm E	446 WILLISTON HERALD MEDIA-Column	214.02	10/25	10/13/25	
-99050	Clm E	199 JOHNSON CONTROLS	1480.05	10/25	10/13/25	
-99049	Clm E	112 DOG ON IT PARKS, INC	1554.00	10/25	10/13/25	
-99046*	Clm E	335 PRO IT LLC	615.00	10/25	10/14/25	
-99045	Clm E	149 GRAINGER	450.22	10/25	10/14/25	
-99044	Clm E	963 BREAKIE, KRISTEN	64.00	10/25	10/15/25	
-99043	Clm E	87 COTE, KATE	225.20	10/25	10/15/25	
-99042	Clm E	1074 HAUGEN, MASON	40.00	10/25	10/15/25	
-99041	Clm E	234 LINDQUIST, SAMANTHA	223.00	10/25	10/15/25	
-99040	Clm E	1075 SCHULTZ, ETHAN	64.00	10/25	10/15/25	
-99039	Clm E	127 ERDMAN, ANDREA	307.50	10/25	10/15/25	
-99038	Clm E	296 NDPERS	55428.06	10/25	10/09/25	
-99037	Clm E	960 SQUARE	245.00	10/25	10/14/25	
-99036	Clm E	248 MARCO TECHNOLOGIES LLC	349.06	10/25	10/16/25	
-99035	Clm E	118 EIDE BAILLY LLP	4200.00	10/25	10/16/25	
-99034	Clm E	372 SLAGLE SERVICES LLC	11500.00	10/25	10/16/25	
-99032*	Clm E	204 JUST CHILLIN' REFRIDGERATION LLC	160.00	10/25	10/21/25	
-99031	Clm E	733 PS GARAGE DOORS	210.00	10/25	10/21/25	
-99030	Clm E	257 MIDCONTINENT COMMUNICATIONS	221.59	10/25	10/21/25	
-99029	Clm E	74 CHRISTEN, MIKE	307.50	10/25	10/22/25	
-99028	Clm E	1078 JOHNSON HEALTH TECH RETAIL, INC	5200.00	10/25	10/22/25	
-99027	Clm E	29 BARSH, JOE	59.99	10/25	10/22/25	
-99026	Clm E	199 JOHNSON CONTROLS	6713.25	10/25	10/22/25	
-99025	Clm E	410 TRIANGLE ELECTRIC	1531.85	10/25	10/22/25	
-99024	Clm E	12 AMERICAN RED CROSS	554.00	10/25	10/22/25	
-99023	Clm E	272 MONEY MOVERS	10.75	10/25	10/14/25	
-99022	Clm E	254 MERCHANT SERVICES	1291.17	10/25	10/07/25	
-99021	Clm E	426 VERMONT SYSTEMS, INC	6118.24	10/25	10/07/25	
-99019*	Clm E	283 MVEC	1496.42	10/25	10/24/25	
-99018	Clm E	610 JOB SERVICE ND	1743.42	10/25	10/24/25	
-99017	Clm E	408 TRACTOR SUPPLY CREDIT PLAN	79.98	10/25	10/24/25	
-99016	Clm E	765 TIMECLOCK PLUS, LLC	6825.00	10/25	10/27/25	
-99015	Clm E	690 HARLOW'S SCHOOL BUS SERVICE, INC	3849.03	10/25	10/27/25	

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)

11/10/25
15:28:47

WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For checks between: 10/01/25 - 10/31/25

Page: 2 of 4
Report ID: W100X1

Claims

Check #	Check		Check Amount	Date		Notes
	Type	Vendor/Employee/Payee Number/Name		Period	Issued	
-99014	Clm E	101 DAKOTA SUPPLY GROUP	174.42	10/25	10/28/25	
-99013	Clm E	335 PRO IT LLC	5470.00	10/25	10/28/25	
-99012	Clm E	460 WSI	250.00	10/25	10/28/25	
-99011	Clm E	963 BREAKIE, KRISTEN	64.00	10/25	10/29/25	
-99010	Clm E	87 COTE, KATE	209.25	10/25	10/29/25	
-99009	Clm E	1074 HAUGEN, MASON	40.00	10/25	10/29/25	
-99008	Clm E	234 LINDQUIST, SAMANTHA	174.00	10/25	10/29/25	
-99007	Clm E	1075 SCHULTZ, ETHAN	64.00	10/25	10/29/25	
-99006	Clm E	248 MARCO TECHNOLOGIES LLC	188.29	10/25	10/31/25	
-99005	Clm E	149 GRAINGER	865.64	10/25	10/31/25	
-99002*	Clm E	294 ND TAX COMMISSIONER	6709.63	10/25	10/31/25	
-98997*	Clm E	15 ASB	81.90	10/25	10/31/25	
-98996	Clm E	426 VERMONT SYSTEMS, INC	189.00	10/25	10/31/25	
85314*	Clm SC	812 BOWEN, ADAIZA	32.00	9/25	10/03/25	
85315	Clm SC	1065 BRATLIEN, RYKER	75.00	9/25	10/03/25	
85316	Clm SC	923 CLOUSE, KYREN	22.00	9/25	10/03/25	
85317	Clm SC	743 CONCHA, DOMINIC	300.00	9/25	10/03/25	
85318	Clm SC	776 FINDERS, HUDSON	75.00	9/25	10/03/25	
85319	Clm SC	630 FRISE, TRAVIS	20.00	9/25	10/03/25	
85320	Clm SC	1038 HARRINGTON, BLAINE	20.00	9/25	10/03/25	
85321	Clm SC	656 HELLER, MCCRAE	50.00	9/25	10/03/25	
85322	Clm SC	1043 HERINGER, CYRUS	40.00	9/25	10/03/25	
85323	Clm SC	604 LEISY, ANDREW	100.00	9/25	10/03/25	
85324	Clm SC	773 LOCKEN, DYLAN	60.00	9/25	10/03/25	
85325	Clm SC	1048 MILLER, COLLIN	150.00	9/25	10/03/25	
85326	Clm SC	312 NYQUIST, ELIZABETH	40.00	9/25	10/03/25	
85327	Clm SC	330 PITMAN, DALLAS	30.00	9/25	10/03/25	
85328	Clm SC	821 RATH, NOAH	30.00	9/25	10/03/25	
85329	Clm SC	1049 RICE, KARTER	150.00	9/25	10/03/25	
85330	Clm SC	1058 TSHIBANGU, MULEKA	90.00	9/25	10/03/25	
85331	Clm SC	4 ACE HARDWARE	1765.86	10/25	10/03/25	
85332	Clm SC	7 AGRI INDUSTRIES, INC	1522.47	10/25	10/03/25	
85333	Clm SC	53 BORDER STATES INDUSTRIES INC	3339.58	10/25	10/03/25	
85334	Clm SC	80 COLE PAPERS	841.44	10/25	10/03/25	
85335	Clm SC	173 HILL ENTERPRISES	237.02	10/25	10/03/25	
85336	Clm SC	182 HOSE & RUBBER SUPPLY	163.20	10/25	10/03/25	
85337	Clm SC	186 INTERSTATE BILLING SERVICE INC	831.02	10/25	10/03/25	
85338	Clm SC	215 KS STATEBANK	9660.80	10/25	10/03/25	
85339	Clm SC	268 MODERN MACHINE WORKS, INC	1090.32	10/25	10/03/25	
85340	Clm SC	271 MONDAK PORTABLES, LLC	733.33	10/25	10/03/25	
85341	Clm SC	284 MYERS AUTO PARTS	2009.19	10/25	10/03/25	
85342	Clm SC	308 NOVA FIRE PROTECTION	1520.00	10/25	10/03/25	
85343	Clm SC	319 OREAR, EMILY	5.39	10/25	10/03/25	
85344	Clm SC	339 QUALITY SERVICE WITH COFFEE	301.50	10/25	10/03/25	
85345	Clm SC	886 RUNNING SUPPLY INC	49.99	10/25	10/03/25	
85346	Clm SC	397 THE SHERWIN-WILLIAMS CO	1041.08	10/25	10/03/25	
85347	Clm SC	425 VERIZON	1285.41	10/25	10/03/25	
85348	Clm SC	442 WILLISTON BASIN SCHOOL DISTRICT #	2486.45	10/25	10/03/25	

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)

11/10/25
15:28:47

WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For checks between: 10/01/25 - 10/31/25

Page: 3 of 4
Report ID: W100X1

Claims

Check #	Check		Check Amount	Date		Notes
	Type	Vendor/Employee/Payee Number/Name		Period	Issued	
85349	Clm SC	450 WILLISTON HOME AND LUMBER	2373.40	10/25	10/03/25	
85350	Clm SC	642 2M Company Inc.	3022.56	10/25	10/07/25	
85351	Clm SC	8 ALL SEASON SPORT ABOUT INC	2163.00	10/25	10/07/25	
85352	Clm SC	924 BEST CHOICE CLEANING SERVICE, LLC	4100.00	10/25	10/07/25	
85353	Clm SC	58 BRAATEN PLUMBING	3111.16	10/25	10/07/25	
85354	Clm SC	1029 COBORNS INC	38.85	10/25	10/07/25	
85355	Clm SC	79 COCA-COLA OF WILLISTON	1631.60	10/25	10/07/25	
85356	Clm SC	179 HORIZON RESOURCES	198.44	10/25	10/07/25	
85357	Clm SC	187 INTERSTATE ENGINEERING	4754.00	10/25	10/07/25	
85358	Clm SC	299 NCC	2462.07	10/25	10/07/25	
85359	Clm SC	328 PIPPIN LAW FIRM	720.00	10/25	10/07/25	
85360	Clm SC	368 SHIRTWORX LLC	18817.50	10/25	10/07/25	
85361	Clm SC	77 CITY OF WILLISTON	26700.56	10/25	10/10/25	
85362	Clm SC	705 KO SAFETY SERVICES LLC	191.06	10/25	10/10/25	
85363	Clm SC	973 MACMASTER, GELTEL, & SIEWERT, LTD	1922.50	10/25	10/10/25	
85364	Clm SC	1072 MILLER, RANDY	500.00	10/25	10/10/25	
85365	Clm SC	275 MORELLI DISTRIBUTING WILLISTON	17.00	10/25	10/10/25	
85366	Clm SC	308 NOVA FIRE PROTECTION	395.00	10/25	10/10/25	
85367	Clm SC	1073 WILLISTON DAILY HERALD	360.00	10/25	10/10/25	
85368	Clm SC	812 BOWEN, ADAIZA	64.00	10/25	10/14/25	
85369	Clm SC	923 CLOUSE, KYREN	132.00	10/25	10/14/25	
85370	Clm SC	743 CONCHA, DOMINIC	60.00	10/25	10/14/25	
85371	Clm SC	90 CRAIGS SALES-SERVICE-RENTAL	330.98	10/25	10/14/25	
85372	Clm SC	93 DACOTAH PAPER CO	1506.71	10/25	10/14/25	
85373	Clm SC	164 HAUGEN, ISIAH	180.00	10/25	10/14/25	
85374	Clm SC	773 LOCKEN, DYLAN	60.00	10/25	10/14/25	
85375	Clm SC	265 MISSION AWARDS	1747.00	10/25	10/14/25	
85376	Clm SC	330 PITMAN, DALLAS	90.00	10/25	10/14/25	
85377	Clm SC	788 SPONABLE, TIMOTHY	120.00	10/25	10/14/25	
85378	Clm SC	1076 SVL SERVICE	4393.69	10/25	10/14/25	
85379	Clm SC	1058 TSHIBANGU, MULEKA	90.00	10/25	10/14/25	
85380	Clm SC	19 ASTRO-CHEM LAB, INC	780.00	10/25	10/16/25	
85381	Clm SC	10 ALLGUARD SECURITY LLC	72.00	10/25	10/21/25	
85382	Clm SC	924 BEST CHOICE CLEANING SERVICE, LLC	4100.00	10/25	10/21/25	
85383	Clm SC	77 CITY OF WILLISTON	3644.26	10/25	10/21/25	
85384	Clm SC	93 DACOTAH PAPER CO	2750.21	10/25	10/21/25	
85385	Clm SC	245 MANGER INSURANCE	3065.00	10/25	10/21/25	
85386	Clm SC	253 MENARDS	2559.32	10/25	10/21/25	
85387	Clm SC	399 THE TESSMAN COMPANY	1691.00	10/25	10/21/25	
85388	Clm SC	140 FLOWRIDER, INC	568.00	10/25	10/24/25	
85389	Clm SC	16 ASB/VISA	29782.05	10/25	10/28/25	
85390	Clm SC	812 BOWEN, ADAIZA	64.00	10/25	10/28/25	
85391	Clm SC	923 CLOUSE, KYREN	132.00	10/25	10/28/25	
85392	Clm SC	93 DACOTAH PAPER CO	651.20	10/25	10/28/25	
85393	Clm SC	1082 JORGENSEN, NASH	60.00	10/25	10/28/25	
85394	Clm SC	339 QUALITY SERVICE WITH COFFEE	478.00	10/25	10/28/25	
85395	Clm SC	925 ASSOCIATED POOL BUILDERS, INC	26629.00	10/25	10/31/25	
85396	Clm SC	58 BRAATEN PLUMBING	791.76	10/25	10/31/25	

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
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11/10/25
15:28:47

WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For checks between: 10/01/25 - 10/31/25

Page: 4 of 4
Report ID: W100X1

Claims

Check #	Check		Vendor/Employee/Payee Number/Name	Check Amount	Date		Notes		
	Type				Period	Issued			
85397	Clm	SC	315 OK DISTRIBUTING	28.56	10/25	10/31/25			
85398	Clm	SC	552 STARGUARDELITE	2280.00	10/25	10/31/25			
85399	Clm	SC	395 THE LIFEGUARD STORE	118.75	10/25	10/31/25			
85400	Clm	SC	999998 VALERIE HARMAN	63.80	10/25	10/31/25			
Grand Total # of Checks:			148	Total:	377907.75	Total Claims	377907.75	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)

11/10/25
15:30:45

WILLISTON PARKS & RECREATION DISTRICT
Cash Report by Fund/Account
For the Accounting Period: 10/25

Page: 1 of 1
Report ID: L160

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	2,230.71	0.00	0.00	0.00	0.00	2,230.71
113500 BB Checking	81,018.44	5,081.59	0.00	0.00	19,145.73	66,954.30
Total Fund	78,531.70	5,081.59			19,145.73	64,467.56
Totals	78,531.70	5,081.59	0.00	0.00	19,145.73	64,467.56

*** 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.

11/10/25
15:29:22

WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For checks between: 10/01/25 - 10/31/25

Page: 1 of 1
Report ID: W100X1

Claims

Check #	Check		Check Amount	Date		Notes		
	Type	Vendor/Employee/Payee Number/Name		Period	Issued			
-99048	Clm E	45 BISMARCK YOUTH BASEBALL	3600.00	10/25	10/13/25			
-99020*	Clm E	690 HARLOW'S SCHOOL BUS SERVICE, INC	7638.56	10/25	10/27/25			
-98999*	Clm E	294 ND TAX COMMISSIONER	4533.28	10/25	10/31/25			
-98998	Clm E	45 BISMARCK YOUTH BASEBALL	25.00	10/25	10/31/25			
12358*	Clm SC	142 FOUR SEASONS TROPHIES	990.02	10/25	10/03/25			
12359	Clm SC	425 VERIZON	80.02	10/25	10/03/25			
12360	Clm SC	8 ALL SEASON SPORT ABOUT INC	108.00	10/25	10/07/25			
12361	Clm SC	299 NCC	167.50	10/25	10/07/25			
12362	Clm SC	1077 WFB Class of 2033	1200.00	10/25	10/16/25			
12363	Clm SC	16 ASB/VISA	803.35	10/25	10/28/25			
Grand Total # of Checks:		10	Total:	19145.73	Total Claims	19145.73	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)

Executive Summary

November 2025

WPRD Staff/ Executive Director Board Report

**Prepared for: Williston Parks & Recreation District Board of
Commissioners**

November 2025 reflected steady progress across WPRD's operations, capital development, and community engagement. CMAR selection for the Ice/Turf Facility moved forward, the Golf Course Renovation advanced toward award and contracting, and the Western Star Fastpitch Complex refined field layouts and shared amenities. Campus Club staffing and enrollment remained stable while transitioning snack service in-house. Parks & Facilities completed winterization, prepared ice surfaces, addressed maintenance, and advanced safety initiatives. Aquatics sustained participation with expanded lesson offerings and new instructor onboarding; Recreation & Travel Sports wrapped fall programs and opened winter registrations. Fitness & Wellness saw strong participation and robust senior programming. Financially, sales-tax performance and fund balances remained solid heading into year-end, positioning the District well for 2026.

ADMINISTRATION PORTFOLIO

Grant-Funded Projects

ND Special Road Fund

- Spring Lake Park Overlook (Road Work). Awarded \$149,204 on April 9. Due to engineering requirements, bidding is planned for Spring 2026. Thank you to the City Engineering Office for managing the engineering components (ND Century Code: 40-49-16).

Capital Projects Update

Ice/Turf Facility

- CMAR finalists were interviewed on November 5. The CMAR Selection Committee's award recommendation will be presented to the WPRD Board of Commissioners on November 18.

Golf Course Renovation

- Interview finalists will be selected on November 18; in-person interviews are scheduled for December 1-4.
- **Anticipated schedule**
 - Project award date — **12/16/2025** (Park District Meeting)
 - Contract finalized/executed — **December 2025**
 - Pre-construction services start — **12/17/2025**
 - GMP submittal deadline — **1/7/2026**
 - Construction start — **6/1/2026**

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

- Field layouts refined (Fields 6–8) to improve bleacher sightlines.
- Potential locations identified for batting cages and bullpens.
- Field-6 backstop shifted slightly toward center to create seating/press-box options.
- Fields 7 & 8 reoriented for equal spacing and a shared cage/bullpen zone.
- Common-area concepts developed for hardscape, plaza, and concessions/janitorial to improve circulation and functionality.

Pros Consulting — Strategic Growth

- In-person meetings scheduled for the week of November 17
- Focus groups (11/17–11/21)
 - WPRD Board (11/18)
 - Foundation (11/19)
 - Joint WPRD + Foundation retreat (11/20)

Human Resources

- **Salaried positions**
 - 34 authorized; 33 filled; 1 open (Recreation Coordinator).
- **2026 planning**
 - Aquatics Coordinator
 - Marketing Coordinator
- **Projected 2026 salaried positions: 36**

CAPRA Accreditation

- Sections 1–6 complete; Section 7 (Facility & Land Use Management) in progress with documentation and M&O plans drafted.
- Gathering facility legal requirements (permits, licenses, inspections) for EOC elements in Section 7.
- Plan to finalize Sections 8–10 by end of December; ADA Transition Plan near completion and will be heavily utilized in submission.
- Self-assessment (10 sections) targeted for January 15, 2026; submitting in 2027 would require re-aligning to new standards.
- On-site review windows submitted for March–July (virtual or hybrid).

Foundation

- No updates. Next meeting: **November 19, 2025.**

MARKETING & PUBLIC RELATIONS PORTFOLIO

Marketing

Social media

- Continued follower growth across platforms
 - Facebook (WPRD 13,429; Aquatics 688; Water World 6,172)
 - Child Sitting 570
 - WMGC 611
 - ARC Fitness 1,346)
 - Instagram 2,048
 - LinkedIn 160
 - ARC Google Reviews
 - 4.5/5.0 (721 reviews). One complaint was resolved directly.

- **Website**

- Top pages for October
 - Upcoming Events
 - Williston ARC
 - Youth Programs & Events
 - ARC Building Hours
 - Contact Us.
 - The site is fully ADA compliant, ahead of the April 2026 requirement.
- October views: 346,522
 - down 130,773 vs. prior period; expected due to fewer new launches).
- Newsletters
 - 4 sent; 45% average read rate; 2,152 subscribers.

Advertising & publications

- *Bakken Living* (Winter): article + ad featuring the Child Sitting Clubhouse.
- *Williston Herald*: ad supporting Coyotes Cross Country at state.
- Winter pamphlets (Jan–Apr 2026 programs) to schools in December; registration opens Nov 18 at noon.
- Annual magazine: five paid ads + one trade; distribution by December 15 (incremental revenue, not required to cover print costs).
- 2026 program promotions in production; site updates finalized prior to Nov 18.

Public Relations

- Strong turnout and positive feedback at Floating Pumpkin Patch and Costumes on Ice.
- Trail of Treats: ARC participation with substantial family engagement.
- Parade of Trees (Nov 29): community event supporting scholarships for WHS graduates facing financial/academic challenges (tickets for tree raffle; free to attend).
- Archies Holiday Lights: season-two advertising underway; six-month ARC membership giveaway planned; info in Holiday Lights Drive bags.
- Upcoming: Skate with Santa (Dec 16); Swim with Santa (Dec 18); Movie at the ARC (Dec 19).

CHILDCARE PROGRAMS PORTFOLIO

Campus Club

- Stable staffing and balanced enrollment across seven sites: short waitlists at three sites; capacity available at four. Transition begins in December to in-house snack purchasing/distribution (streamlines staff workflow and reduces external coordination; continue partnership with WBSD#7 for summer). Fall ARC field trips are underway with bussing confirmed; additional trips scheduled through November–December.

CHILDSITTING PORTFOLIO

Child Sitting (Clubhouse)

- 37 new children joined in October. Monthly activities featured Halloween-themed crafts and events; \$40 10-punch card promo continued to drive use, especially mornings/afternoons. Considering a second mid-shift to meet demand.
- Visits (Oct)
 - 2023 1,072
 - 2024 1,321
 - 2025 1,359

PARKS PORTFOLIO

Operations

- Winterization complete at Water World
- Irrigation blow-outs finished (concessions, clubhouse, golf). Bathroom winterization underway
- Hockey rink setup completed and operating
- Christmas light installation advancing. The City will use the Harmon Park tree as the city tree.
- Parks crews are removing a 600-lb motor from the air handler (basketball court roof) for repair.
- Moose Park backyard rink prep underway; neighbors assisting with wall setup (WPRD installing liner).

Athletic Facilities Operations

- Outdoor fields are closed for season. RFCC ice is operational; Zach will oversee maintenance and assist Parks & Building Maintenance as needed.

Golf Course

- Course closed for season. Greens winterized with sand (wind-burn prevention)
- Irrigation off and winterized; carts/equipment stored.

FACILITIES PORTFOLIO

Guest Services

- Three digital waivers launched
- staff/patron training underway (paper waivers available upon request).
Two guest-service staff hired
- lead role evolving with strong internal interest. Most part-time reviews completed with development focus for lead candidates.
- Staffing prepared for Ballin' and Parade of Trees.

User Groups/Reservations

- Added WBBC court time (January) and scheduling through April
- WUFC schedule is finalized through Feb 22.
- Raymond Center confirmed March–October 2026 events (all parties aware of potential construction; backup planning active).
- Assisting with 2025–2026 Raymond Ice Schedule.

Facilities

- Ordered 5 rims for broken hoops
- Nets replaced before Ballin.' Batting-room cage nets replaced.
- RFP opened to replace meeting-room partitions
- shifted reservations through May 2026 to accommodate.

RFCC Operations & Events

- Arena converted for winter (boards, glass, ice installed week of Oct 20).
- Open skate, figure skating, and hockey underway
- events upstairs when possible.
- Recent events
 - Pheasants Forever (Oct 4)
 - vendor shows (Oct 11 & Oct 25)
 - Costumes on Ice (Oct 30)
 - Chaos Volleyball tryouts beginning; next vendor show Nov 22.

Facilities Maintenance & Safety

- New Metasys system installed. graphics updates ongoing.
- Meeting-room divider project approved with SP&E.
- RTU-5 VFD replaced
- Supply Fan-2 motor scheduled for replacement
- WSI audit passed (qualifies for discount).
- Boiler #2 control board replaced.
- Lazy River heat-line actuator replaced.
- Winter supplies is staged
- interior painting and repairs completed.
- Outdoor cameras cleaned.

November safety topic

- Forklift operations
- no near misses in October

AQUATICS PORTFOLIO

Operations & Programs

- Lessons
 - Oct 6–16 set complete
 - 100 group participants
 - reduced morning/evening lessons continue.
 - Private-lesson waitlist remains >150 but decreased after summer improvements; additional instructors hired.
- Angelfish Program: Ongoing.
- Aquacise
 - 12–15 participants/class on average
 - added Tue/Thu 10:15–11:15 AM session (~10 participants).
 - Mon/Fri 9:00 AM now Aquabeats (since July 28).
- Staffing
 - 15 new guards hired for Water World training and seasonal coverage.
- River Walking/Lap Swim
 - Weekday early-morning, midday, and afternoon blocks
 - Saturday 8–11 AM with added lap swim.
- Special Events
- Floating Pumpkin Patch (Oct 27)
- Turkey Splash & Dash (Thanksgiving).
- Swim with Santa (Dec 18).
- Teams/Users

- Sealions meet Nov 22–23
- HS girls completed Captains practices
- boys season starts Dec 1 (Captains practice Nov 17).
- Lifeguard Training/CPR
 - Ongoing drills and in-services
 - public CPR Oct 24 and Dec 6.
- Maintenance
 - Lesson pool drained Oct 20–27
 - long-course set August 1
 - hot-tub maintenance Oct 13 and Nov 17 with extended cleaning/patching and grout work.

RECREATION PORTFOLIO — FALL 2025

Adaptive Programs

- Wonders Adaptive Soccer (Oct 6–27, Free)
 - 25 participants (2024: 12; 2023: 7).
 - Season concluded with a kickball game and Halloween party.
- Wonders Angelfish Swim (Sep 11–Oct 30)
 - 8 participants (consistent with 2024 and 2023).
 - Individualized instruction in a calm, enclosed setting.

- **Upcoming**

- Wonders Basketball (Nov–Dec)
- Moose fundraiser
- Chatter Pediatric Therapy naming Wonders as gate-night recipient for Holiday Lights Drive.

In-House Programs

- Youth Pickleball (Sep 23–Oct 28)
 - 41 participants; strong demand; coached by Williston Pickleball Club volunteers.
- Youth Tennis (Oct 22–Nov 26)
 - 28 participants (down from 95 in 2024; coach availability/timing conflicts).
- Girls Basketball (Oct 21–Dec 18)
 - 93 participants ('24: 89; '23: 92)
 - Teams formed; coach coverage resolved.
- Sports Sampler (Oct 20–Nov 6)
- 27 participants ('23: 19)
- positive feedback; expansion planned for younger ages in winter.

Adult Programs

- **Adult Flag Football (Oct 1–Nov 19):** 4 teams; playoffs underway; two weeks remaining.
- **Adult Volleyball (Sep 8–Nov 5):** 25 teams ('24: 28; '23: 33); relocated to Phil Jackson Fieldhouse to accommodate youth demand at ARC; transition stabilized.
- **Upcoming:** Men's Adult Basketball (November)

Travel Sports

- **WBBC**

- Tryouts Nov 6 (Grades 2–6)

- **K–2 Basketball (Sep 29–Nov 5)**

- 147 participants ('24: 172; '23: 161); strong retention.

- **Chaos Volleyball**

- Registration open
- tryouts Nov 4–6 (12–14s) and Dec 3–5 (16–18s) at Raymond Center.

- **Baseball**

- Hiring Legion staff (two Keybirds assistants, Oilers head & assistant)
- schedule nearing completion with potential additional home doubleheader
- early scheduling of 2026 conference games proposed with West Region.

- **Boom Softball**

- Seeking new board members
- notable 16U/18U recognition in USA Softball Magazine.

FITNESS & WELLNESS PORTFOLIO

Group Fitness (September)

- 1,193 participants (up from 936)
- 153 classes (avg. 8/class)
- Weekly Friday Pop-Up at 12:15 PM continued with strong attendance.

Programs include:

- Boot Camp
- Women's Health & Hormones (Nov 6)
- Postpartum (Dec 9)
- Women & Weights (full at 8)
- Women's Workout Wisdom
- Mom & Me Fit (TBD)
- Pink Gloves Boxing (PM: 16; AM canceled)
- Meal Prep & Nutrition (Oct canceled; next in Jan 2026)
- Les Mills Strength Development (8)
- Special events
 - two free Zumba classes
 - Pedal for Pie and Turkey Trot on Thanksgiving.

Youth Fitness

- Youth Boot Camp (Sept: 14; Oct session started with 14)
- Teen Fit Endurance & Agility (Sept canceled; Oct – 8 registered)
- Youth Pink Gloves Boxing (Sept: 14; Nov session: 9)
- Tyke Time (avg. ~35 toddlers Fridays)
- Youth Outdoor Cycle (two groups; successful 4-week session)
- Eckert Group Home: dates TBD.

Fitness Center & PT

- Equipment generally in good order
- TV-to-cardio connectivity being serviced.
- Personal Training (month)
 - 145 sessions in Rec
 - 127 in tracker
 - 3 initial assessments
 - total sales \$10,654.50 (discounts \$1,359.50; net \$9,295.00)
 - 454 session punches
 - 47 session passes
 - 5 new inquiries.
 - Senior Center
 - 13 classes
 - 193 participants
 - Senior programs
 - ongoing Lunch & Learn series
 - incentives and challenges
 - GO 2026 “Leaping into 2026” runs Jan 5–Mar 5 (2,026 minutes in 60 days; weekly drawings; finisher feast and grand-prize raffle).

FINANCE PORTFOLIO — OCTOBER 2025

November 2025

Revenue

- **\$1,696,948.79**

Expense

- **\$930,237.06**

Sales Tax (1%)

- **\$1,085,776.65**
 - current monthly average: **\$1,100,886.62**

Finance Operations

- 2025 budget projection: **\$895,833.34**
- projected 2025 receipts: **\$10,750,000.00.**
- **Cash Fund Balance (end of October): \$3,051,857.62**
- General Fund: **\$1,006,949.76**
- Capital Project Funds/Reserves/Funds Available – See Charts Below

		Sept. Interest	Oct Interest	Total
Deposit Amount		\$ 873.03	\$ 851.74	\$ 1,006,949.76
Parks	20%	\$ 174.61	\$ 170.35	\$ 201,389.95
Athletic Fields/Golf Course	15%	\$ 130.95	\$ 127.76	\$ 151,042.46
Facilities	20%	\$ 174.61	\$ 170.35	\$ 201,389.95
Rainy Day	25%	\$ 218.26	\$ 212.94	\$ 251,737.44
Capital Purchase	20%	\$ 174.61	\$ 170.35	\$ 201,389.95

CD Name	Balance	Maturity Date	Rate
WPRD #1	\$350,202.42	1/24/2026	3.85%
WPRD #2	\$350,001.38	2/27/2026	3.65%
WPRD #3	\$350,282.85	11/27/2025	4.25%
WPRD #4	\$345,336.96	12/25/2025	4.25%

Available to WPRD	
Month	WPRD Cash fund Balance + CDs
January	\$ 4,828,614.70
February	\$ 5,103,147.78
March	\$ 5,089,043.41
April	\$ 5,140,454.85
May	\$ 4,994,712.89
June	\$ 4,865,048.06
July	\$ 4,617,882.95
August	\$ 4,677,184.82
September	\$ 4,665,247.38
October	\$ 5,454,630.99

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

October 2025

Memberships Portfolio

Membership Totals for October 2025

	Auto draft	1 month	6 months	12 months	Punch Pass	Total
Youth	110	74	33	53	265	535
Adult	388	229	99	180	1,874	2,770
Senior	26	39	29	96	120	310
Veteran	44	13	13	23	-	93
Family	452	54	88	240	-	834
Corporate	68	34	93	158	-	353
WSC Staff	25	1	1	7	-	34

- Corporate Business Memberships: 13
- Active & Fit: 54
- Silver & Fit: 35
- Silver Sneakers: 335
- OnePass/Renew Active: 97
- WSC Students: 303
- Scholarships:
 - Adult: 25, Youth: 26

Daily Visits for October 2025

- Daily Adults: 1,057
- Daily Youth: 2,021
- Daily Seniors: 135
- Member Visits: 14,329
- WSC Staff Members: 171
- Health Incentives (ASH, Silver Sneakers, OnePass/Renew Active): 1,606
- WSC Student Members: 1,342
- Scholarships: 120
- Teams/Organized Visits: 292

Month-to-Month Membership Statistics

	October 2025	September 2025
Youth	535	519
Adult	2,770	2,733
Senior	310	305
Veteran	93	86
Family	834	839
Corporate	353	324
WSC Staff	34	28
Health Incentives	521	506
WSC Students	303	266
Scholarships	51	49
Total Memberships	5,804	5,655

	October 2025	September 2025
Adult Day Passes	1,057	1,043
Youth Day Passes	2,021	1,515
Senior Day Passes	135	108
Member Visits	14,329	12,233
WSC Staff Visits	171	142
Health Incentive Visits	1,606	1,311
WSC Students Visits	1,342	1,090
Scholarship Visits	120	98
Team/Org Visits	292	44
Total ARC Visits	21,073	17,584

November 2025

November 2025

S M T W T F S
 26 27 28 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 3 4 5 6

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26							1
27		Bio Girls	Continental Resources WHS Swim Meet	Campus Club Party WHS Senior Halloween	Costumes on Ice Kraken Oil		
28							
29							
30							
31							
1							
2		Bio Girls		Assignment Pizza Campus Club Party	WBBC Tryouts	Prairie Rose Events Vendor Show	
3							
4							
5							
6							
7							
8							
9		Bio Girls					
10		Bio Girls	Chaos Volleyball Tryouts Campus Club Party	26th St Liquor Wine	Pickleball Club Tournament Sassy Lady Events Vendor Show		
11							
12							
13							
14							
15							
16	Pickleball Club	Bio Girls Holiday Lights Drive	Park Board	WERC Williston Wolves in teeh	Kids Night Out	Melissa Smith Baby Sea Lions Short Course	
17							
18							
19							
20							
21							
22							
23	Marketplace For Kids Sea Lions Short Course	Bio Girls	WHS Swim and Dive	Community Builders	Parade of Trees		
24							
25							
26							
27							
28							
29							
30							
31							
1							
2							
3							
4							
5							
6							

December 2025

December 2025

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

S	M	T	W	T	F	S
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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
		Chaos Volleyball	Campus Club Party Chord Energy Dakota Family Solutions		Prairie Rose Events Vendor Show Williston Police Dept WUFC Tournament	
7	8	9	10	11	12	13
		Puzzlepalooza	Campus Club Party		Over 55 Pickleball Club Williston Police Dept	Ballin in the Basin Sea Lions Short Course WHS Close Up
14	15	16	17	18	19	20
Ballin in the Basin Sea Lions Short Course		Park Board	North Dakota Safety Council Campus Club Party		Prairie Rose Events Vendor Show WPRD Aquatics Holiday	Holiday Party
21	22	23	24	25	26	27
Diya Castellanos MB Bday Party						70th bday party
28	29	30	31	1	2	3

January 2026

January 2026

S	M	T	W	T	F	S
28	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	31

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
	Missouri Ridge PTO	Sea Lions Board WUFC Board Meeting			6:00PM Lewis and	
11	12	13	14	15	16	17
		Meal Prep & Nutrition Puzzlepalooza	Chord Energy		Homeschool Group Olive Motherhood WHS Girls Wrestling	
18	19	20	21	22	23	24
	WBSD7 Training	Meal Prep and Nutrition		Lunch and Learn	Sea Lions Short Course Mardi Gras Meet	
25	26	27	28	29	30	31
Sea Lions Short Course		Meal Prep & Nutrition Tuesdays at the Table				



Williston Parks and Recreation District

Lease and Use Agreement

Between the Williston Parks and Recreation District and the Williston Rifle and Pistol Club (WRAPC)

1. Parties and Recitals

This Lease and Use Agreement (“Agreement”) is entered into on [REDACTED] by and between the Williston Parks and Recreation District (WPRD), a North Dakota park district organized under N.D.C.C. § 40-49 (“District”), and the Williston Rifle and Pistol Club (WRAPC), a North Dakota nonprofit corporation recognized under § 501(c)(3) of the Internal Revenue Code (“Club”).

Recitals:

- A. The District owns the building and surrounding property located within Spring Lake Park, in Williston, Williams County, North Dakota (“Premises”).
- B. The Club has historically operated within the Premises under an informal arrangement with the District as a volunteer-run shooting club offering firearm-safety education, marksmanship programs, and recreational shooting opportunities to the public.
- C. The District and Club desire to formalize this arrangement in a written agreement that defines responsibilities, promotes safe and transparent operation, and supports ongoing cooperation for future planning.

2. Term and Renewal

This Agreement commences on [REDACTED] and continues for one (1) year, ending [REDACTED]. The parties will meet annually to review operations, financial status, and facility conditions, and may renew the Agreement for additional one-year terms by mutual written consent. Either party may elect not to renew by providing at least thirty (30) days’ written notice prior to expiration.

3. Ownership and Oversight

The District remains the sole owner of the Premises and all structural and fixed components. Nothing in this Agreement conveys any ownership, easement, or tenancy rights to the Club beyond the limited, revocable occupancy granted herein. The District retains full oversight of the building, utilities, and park access, and reserves the right to enter the Premises at reasonable times for inspection, maintenance, or public-safety purposes.

4. Consideration

This is a non-monetary lease. The District grants limited use of the Premises to the Club in recognition of the Club’s public benefit—providing firearm-safety education, marksmanship instruction, and responsible recreational shooting opportunities. Both parties agree this constitutes adequate consideration under North Dakota law.

5. Permitted Use and Access

The Club may use the Premises solely for its nonprofit purposes, including marksmanship and firearm-safety training, educational courses, club meetings, sanctioned shooting events, and activities consistent with WRAPC's nonprofit mission and applicable law. The Premises are located within Spring Lake Park; therefore, the Club shall coordinate with the District to ensure that access, traffic, and parking do not interfere with other park users or scheduled community events. Public access to the broader park must remain unobstructed at all times. The Club is responsible for controlling range access in accordance with safety standards and WRAPC operating procedures. All operations must comply with federal, state, and local firearms laws, and any applicable WPRD park regulations.

6. Membership, Guests, and Operations

The Club shall operate as a member-based, volunteer-run organization and shall maintain a roster of active members, ensure range safety officer presence during live-fire events, require guest waivers, post range rules, and report incidents to WPRD within 24 hours.

7. Maintenance and Improvements

WPRD shall maintain the building structure, roof, major systems, and utilities. The Club shall keep the facility clean and safe, promptly report maintenance issues, and obtain WPRD's written approval for any alterations or improvements. Approved improvements become property of WPRD unless otherwise agreed. No hazardous materials may be stored or disposed of unlawfully.

8. Insurance and Indemnification

The Club shall maintain general liability insurance (\$1,000,000 per occurrence / \$2,000,000 aggregate) naming WPRD as an additional insured, and firearms/range coverage as applicable. The Club shall indemnify and hold harmless WPRD, its board, officers, employees, and agents from any claims or liabilities arising from Club operations, except for WPRD's negligence or willful misconduct. WRAPC shall provide WPRD with a copy of the insurance policy, including documentation evidencing WPRD's inclusion as an additional insured under the policy.

9. Termination

The District may terminate this Agreement without cause with ninety (90) days' notice or for cause (including safety breaches) with thirty (30) days' notice if uncured. Upon termination or non-renewal, the Club shall vacate, remove personal property, and coordinate transition.

10. Future Planning and Facility Coordination

Both parties acknowledge that the Club's continued use of the Premises depends on long-term park planning by the District. The District does not intend to discontinue the Club's operations or require relocation without reasonable cause but may need to modify park plans in the future. The District will not provide financial assistance for relocation or facility development but will work in good faith with the Club to ensure communication,

transparency, and advance notice regarding any plans that could affect operations. The District and Club shall meet at least annually to discuss park projects, facility needs, and long-term considerations. Nothing herein obligates the District to fund or construct facilities.

11. Assignment and Sublease

The Club may not assign, transfer, or sublease any rights under this Agreement without prior written consent from WPRD.

12. Notices

All notices shall be in writing and delivered personally, by certified mail, or email with confirmation to:

District: Williston Parks and Recreation District, Attn: Executive Director
Club: Williston Rifle and Pistol Club, Attn: President, Email: info@wrapc.org

13. Governing Law and Venue

This Agreement is governed by North Dakota law. Venue for any dispute shall lie in the District Court of Williams County, North Dakota.

14. Entire Agreement and Amendment

This Agreement constitutes the entire understanding between the parties and may be amended only in writing signed by both parties.

15. Board Approval

This Agreement is contingent upon approval by the Williston Parks and Recreation District Board of Commissioners on November 18th, 2025, and the Williston Rifle and Pistol Club Board of Directors on .

16. Execution

WILLISTON PARKS AND RECREATION DISTRICT

By: _____

Name: [Executive Director]

Title: Executive Director

Date: _____

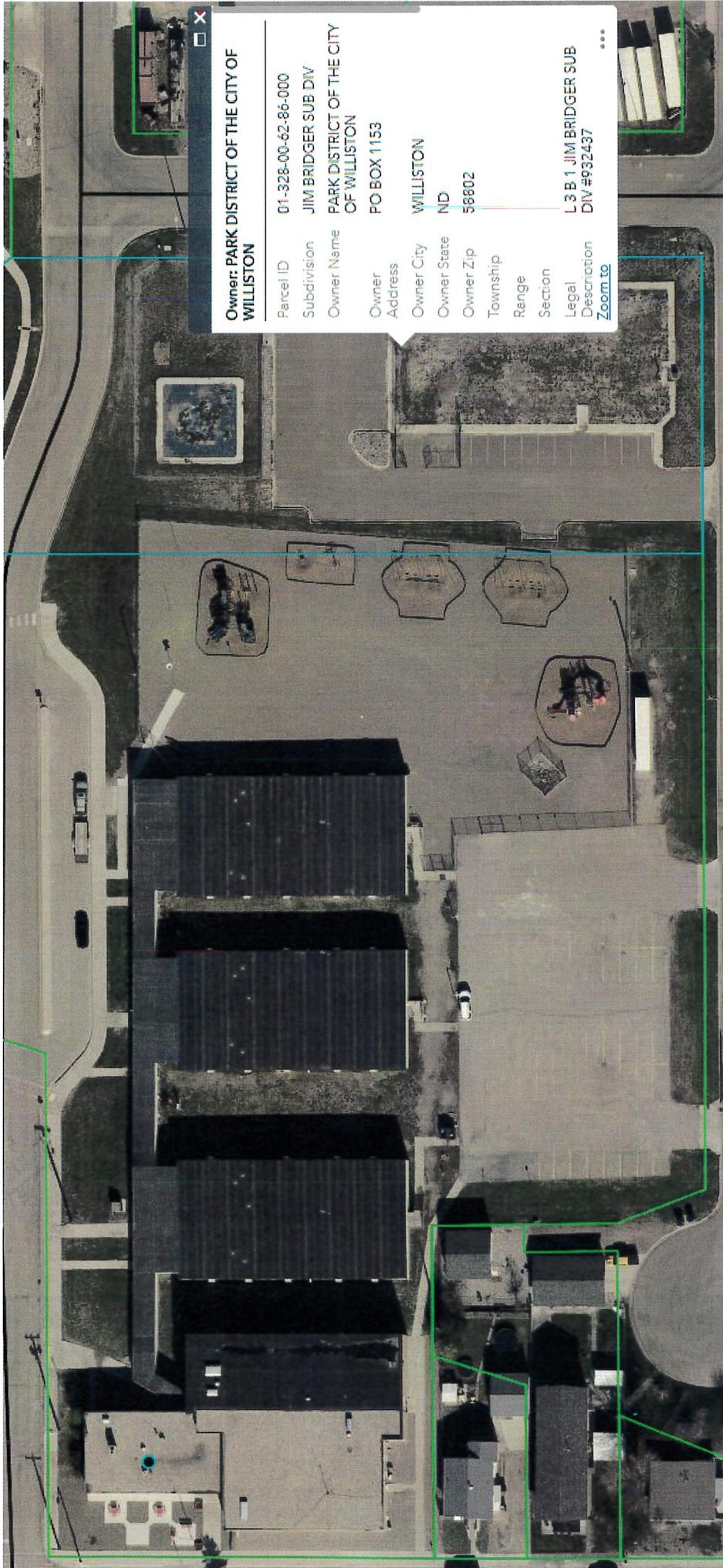
WILLISTON RIFLE AND PISTOL CLUB

By: _____

Name: [President or Authorized Officer]

Title: _____

Date: _____



Owner: PARK DISTRICT OF THE CITY OF WILLISTON

Parcel ID	01-328-00-62-86-000
Subdivision	JIM BRIDGER SUB DIV
Owner Name	PARK DISTRICT OF THE CITY OF WILLISTON
Owner Address	PO BOX 1153
Owner City	WILLISTON
Owner State	ND
Owner Zip	58802
Township	
Range	
Section	
Legal Description	L3 B 1 JIM BRIDGER SUB
Zoom to	DIV #932437

McVay Elementary - WPRD Head start Property Donation