

Williston Park Board - Regular Meeting
April 21st, 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 3/24/2026
- 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. Capra
 - i. Masterplan amendment
 - b. 2026 Budget Approval
 - c. CMaR Interview Committee Approval
 - i. WMGC Vertical Construction
 - d. New Full-Time position approval: Accounts Payable/Receivable Specialist
 - e. Matrix Cardio Equipment Lease renewal
- VIII. Correspondence
 - a. Citizens to be heard.
 - b. Written
- IX. Adjourn

Next Park Board Regular Meeting **Tuesday May 19th, 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

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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 3/24/26

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

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	Leglon #1	\$	51,418.83	2/13/2026	3.65%
4165	Leglon #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 4th 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 10th 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: Liffbrig, 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.

Motion Made By:

Board Member Name: Logan Tangulq

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.

Motion Made By:

Board Member Name: Shawn Rones

Signature: 

Date: 3-24-26

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

**AGENDA ITEM 3: GMP Approval – Duinick Golf CMaR: 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:

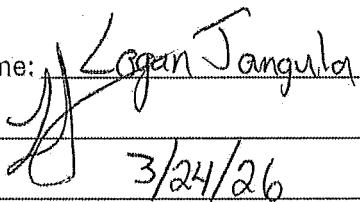
- Approving the Guaranteed Maximum Price (GMP) for the Municipal Golf Course project
- Approving the Owner's Contingency as part of the project budget
- Authorizing execution of the construction contract and all supporting documents
- Authorizing the Executive Director to approve change orders within 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.

Motion Made By:

Board Member Name: Legen 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.

Motion Made By:

Board Member Name: Shawn Roness

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.

Motion Made By:

Board Member Name: _____

Signature: _____

Date: _____

Logan Tompkins
3/24/26

Williston



Monthly Board Finance Report

Reporting Period:

March 2026

Prepared By:

Jessica Farmer, Finance Director

Executive Summary

April's primary finance focus is presentation of the **2026 Revised General Fund Budget** for board consideration. The revised budget reflects updated first-quarter operating forecasts and continued improvements to WPRD's financial reporting structure.

Key Updates

- Revised **2026 General Fund Budget** submitted for approval.
- **SLP House** activity moved to its own fund for clearer tracking.
- **Club Sports Fund** was established to track perpetual balances and related activity separately.
- **Bond / Capital Project expenditures** removed from operating activity and will be reported separately.
- **Chart of Accounts modernization** underway to improve reporting clarity and future budget management.
- Budget figures in the accounting system were temporarily reset during restructuring.
- **Budget vs. Actual reporting is unavailable for March 2026** and will resume after updated budgets are finalized.

These changes are intended to improve transparency, accountability, and long-term financial management.

Board Awareness / Action Items

- **Upcoming decisions:** Not applicable
- **Policy / budget amendments:** See attached revised 2026 General Fund Budget
- **Requested board action:** Approve revised 2026 General Fund Budget

Fund 10: General Fund

2026 Revised Budget for Approval

The revised 2026 General Fund budget has been updated to reflect:

- **Operational Forecast Changes:** Adjustments based on current known expectations for revenues and expenditures through the year.
- **Improved Fund Segregation:** Items previously embedded within the General Fund budget are now being separated for more accurate reporting. This includes:
 - **SLP House activity** moved to its own fund
 - **Club Sports activity** moved to its own fund
 - **Bond / Capital expenditures** removed from operating budget presentation
- **Capital Expenditures:** Certain expenditures previously budgeted as operating expenses will now be treated as capital assets when appropriate under updated accounting practices.
 - Supplemental capital schedules and reporting will be provided separately and are not included in the current General Fund budget revision.

Financial Summary

Category	Month Actuals	YTD Actuals
Revenue	\$ 327,670	\$ 1,123,590
Expense	\$ 394,478	\$ 2,164,289
Net Position	\$ (66,808)	\$ (1,040,699)

Capital Funds Summary

Category	Allocation	Balance
Parks	20 %	\$ 202,152
Athletic Fields/Golf Course	15 %	\$ 151,614
Facilities	20 %	\$ 202,152
Rainy Day	25 %	\$ 252,690
Capital Purchase	20 %	\$ 202,152
Capital Funds Account Total		\$ 1,010,760

Page 4 – Bond & Capital Projects Fund

Update from Compass Capital - Mark Vitelli, CFA - Senior Portfolio Manager

“The Project Fund continues to perform as expected, with the portfolio earning \$636,000 of interest during

the first quarter. As we enter the second quarter, our first two maturities will occur in late May and early June, at which point we will look to reinvest dollars that are not yet needed for the project work. The Reserve Funds remain essentially fully invested and during the period saw strong interest earnings as expected. The increase in market interest rates during the period was driven by inflationary fears because of oil prices increasing. This sparked some inflationary fears which had a modestly negative impact on bond prices. We hold our bonds to maturity in these portfolios, so short-term price movements do not impact the long-term returns on these securities.

We are happy to answer any questions you may have, and I look forward to meeting you in person at the May Board Meeting.”

Page 5 – Other Funds Snapshot

Fund 20 - Baseball

Category	Month Actuals	YTD Actuals
Revenue	\$ 24,438	\$ 35,049
Expense	\$ 2,246	\$ 15,243
Net Position	\$ 22,191	\$ 19,806

Fund 25 - BRWS

Category	Month Actuals	YTD Actuals
Revenue	\$ 29,000	\$ 67,000
Expense	\$ 0	\$ 0
Net Position	\$ 29,000	\$ 67,000

Fund 40 - Foundation

Category	Month Actuals	YTD Actuals
Revenue	\$ 0	\$ 25,000
Expense	\$ 875	\$ 6,262
Net Position	\$ (875)	\$ 18,738

Monthly Attachments

- Attachment A – Balance Sheet by Fund
- Attachment B – Cash Report by Fund
- Attachment C – Check Register by Account
- Attachment D – Bond / Investment Update

04/16/26
16:08:53

WILLISTON PARKS & RECREATION DISTRICT
Balance Sheet
For the Accounting Period: 3 / 26

Page: 1 of 10
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10 General Fund

Assets

Current Assets

WPRD Checking	2,071,564.45
Payroll Checking Account	(667,178.05)
BB Checking	(6,291.94)
Capital Funds	1,008,520.11
WPR General Fund CDAR	106,292.00
ASBT CD (3506)	354,709.00
ASBT CD (3688)	354,306.40
ASBT CD (3910)	351,730.81
ASBT CD (4223)	351,658.96
WPR General Reserve CDAR	485,104.00
Cash Transfer	(15,433.38)
Payroll Advances	(2,402.07)

Total Current Assets 4,392,580.29

Total Assets 4,392,580.29

Liabilities and Equity

Current Liabilities

Accounts Payable	8,012.49
Federal Withholding Payable	303,863.16
FICA Tax Withholding Payable	(395,391.19)
State Withholding Payable	(6,314.65)
Retirement Payable	8,600.47
Vision Payable	1,961.49
Dental Payable	(3,432.99)
Voluntary Life Insurance Payable	(448.40)

Total Current Liabilities (83,149.62)

Total Liabilities (83,149.62)

Equity

Fund balance	4,948,754.56
WPR CDAR Fund Balance	567,683.00
Conversion Balancing Account	(9.00)
CURRENT YEAR INCOME/(LOSS)	(1,040,698.65)

Total Equity 4,475,729.91

Total Liabilities & Equity 4,392,580.29

04/16/26
16:08:53

WILLISTON PARKS & RECREATION DISTRICT
Balance Sheet
For the Accounting Period: 3 / 26

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15 Spring Lake House Fund

Assets

Current Assets

SLP House Acct

1,007.41

Total Current Assets

1,007.41

Total Assets

1,007.41

Liabilities and Equity

Total Liabilities

Equity

Fund balance

1,007.41

Total Equity

1,007.41

Total Liabilities & Equity

1,007.41

04/16/26
16:08:53

WILLISTON PARKS & RECREATION DISTRICT
Balance Sheet
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20 Baseball Fund

Assets

Current Assets

WPRD Checking	(4,717.45)
Payroll Checking Account	(245.04)
BB Checking		101,374.57
Cash Transfer		4,361.49

Total Current Assets 100,773.57

Total Assets 100,773.57

Liabilities and Equity

Total Liabilities

Equity

Fund balance		80,967.58
CURRENT YEAR INCOME/(LOSS)		19,805.99

Total Equity 100,773.57

Total Liabilities & Equity 100,773.57

04/16/26
16:08:53

WILLISTON PARKS & RECREATION DISTRICT
Balance Sheet
For the Accounting Period: 3 / 26

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25 BRWS Fund

Assets

Current Assets

BRWS Checking	243,824.67
BRWS CDAR	100,000.00

Total Current Assets	343,824.67
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Total Assets	343,824.67
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Liabilities and Equity

Total Liabilities

Equity

Fund balance	175,317.67
BRWS CDAR Fund Balance	101,507.00
CURRENT YEAR INCOME/(LOSS)	67,000.00

Total Equity	343,824.67
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Total Liabilities & Equity	343,824.67
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04/16/26
16:08:53

WILLISTON PARKS & RECREATION DISTRICT
Balance Sheet
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30 Federal Fund Grant Fund

Assets

Current Assets

Payroll Checking Account	10,718.18
Federal Grant Fund	8.54
Cash Transfer	15,454.91

Total Current Assets	26,181.63
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Total Assets	26,181.63
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Liabilities and Equity

Total Liabilities

Equity

Fund balance	26,181.63
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Total Equity	26,181.63
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Total Liabilities & Equity	26,181.63
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04/16/26
16:08:53

WILLISTON PARKS & RECREATION DISTRICT
Balance Sheet
For the Accounting Period: 3 / 26

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40 Trust Fund

Assets

Current Assets

Trust Checking

1,183,384.57

Total Current Assets

1,183,384.57

Total Assets

1,183,384.57

Liabilities and Equity

Current Liabilities

Accounts Payable

1,083.00

Total Current Liabilities

1,083.00

Total Liabilities

1,083.00

Equity

Fund balance

1,163,563.78

CURRENT YEAR INCOME/(LOSS)

18,737.79

Total Equity

1,182,301.57

Total Liabilities & Equity

1,183,384.57

04/16/26
16:08:53

WILLISTON PARKS & RECREATION DISTRICT
Balance Sheet
For the Accounting Period: 3 / 26

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Report ID: L150

41 Foundation (Beer) Fund

Assets

Current Assets

Beer Checking

15,299.89

Total Current Assets

15,299.89

Total Assets

15,299.89

Liabilities and Equity

Total Liabilities

Equity

Fund balance

15,299.89

Total Equity

15,299.89

Total Liabilities & Equity

15,299.89

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WILLISTON PARKS & RECREATION DISTRICT
Balance Sheet
For the Accounting Period: 3 / 26

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71 Payroll Clearing Fund

Assets

Current Assets

Payroll Checking Account	24,836.63	

Total Current Assets		24,836.63

Total Assets	-----	24,836.63
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Liabilities and Equity

Current Liabilities

Checks Payable	27,656.09	
State Withholding Payable	(689.95)	
Vision Payable	(299.05)	
Dental Payable	(1,465.33)	
Voluntary Life Insurance Payable	(197.64)	
Life Insurance Payable	(167.49)	

Total Current Liabilities		24,836.63

Total Liabilities & Equity	-----	24,836.63
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WILLISTON PARKS & RECREATION DISTRICT
Balance Sheet
For the Accounting Period: 3 / 26

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73 Claims Clearing Fund

Assets

Current Assets

WPRD Checking	1,194,081.80
Payroll Checking Account	23.09
BB Checking	20,071.68
Trust Checking	6,262.21

Total Current Assets 1,220,438.78

Total Assets 1,220,438.78

Liabilities and Equity

Current Liabilities

Checks Payable	1,220,438.78
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Total Current Liabilities 1,220,438.78

Total Liabilities & Equity 1,220,438.78

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WILLISTON PARKS & RECREATION DISTRICT
Balance Sheet
For the Accounting Period: 3 / 26

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92 Debt Service

Assets

Current Assets

Reserve Account Fund Balance (10,013,347.00)

Total Current Assets (10,013,347.00)

Total Assets (10,013,347.00)

Liabilities and Equity

Total Liabilities

Equity

Fund balance (20,026,695.00)
10,013,348.00

Total Equity (10,013,347.00)

Total Liabilities & Equity (10,013,347.00)

WILLISTON PARKS & RECREATION DISTRICT
Cash Report by Fund/Account
For the Accounting Period: 3/26

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 General Fund						
113100 WPRD Checking	2,202,749.03	356,994.72	3,805.73	0.00	491,985.03	2,071,564.45
113200 Payroll Checking Account	-667,178.05	0.00	0.00	0.00	0.00	-667,178.05
113500 BB Checking	-6,291.94	0.00	0.00	0.00	0.00	-6,291.94
113600 Capital Funds	1,008,520.11	0.00	0.00	0.00	0.00	1,008,520.11
121100 WPR General Fund CDAR	106,292.00	0.00	0.00	0.00	0.00	106,292.00
121101 ASBT CD (3506)	354,709.00	0.00	0.00	0.00	0.00	354,709.00
121102 ASBT CD (3688)	354,306.40	0.00	0.00	0.00	0.00	354,306.40
121103 ASBT CD (3910)	351,730.81	0.00	0.00	0.00	0.00	351,730.81
121104 ASBT CD (4223)	350,242.64	1,416.32	0.00	0.00	0.00	351,658.96
121200 WPR General Reserve CDAR	485,104.00	0.00	0.00	0.00	0.00	485,104.00
Total Fund	4,540,184.00	358,411.04	3,805.73		491,985.03	4,410,415.74
15 Spring Lake House Fund						
115100 SLP House Acct	1,007.41	0.00	0.00	0.00	0.00	1,007.41
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	79,915.09	24,438.00	0.00	0.00	2,978.52	101,374.57
Total Fund	74,952.60	24,438.00			2,978.52	96,412.08
25 BRWS Fund						
114100 BRWS Checking	214,824.67	29,000.00	0.00	0.00	0.00	243,824.67
121300 BRWS CDAR	100,000.00	0.00	0.00	0.00	0.00	100,000.00
Total Fund	314,824.67	29,000.00				343,824.67
30 Federal Fund Grant Fund						
113200 Payroll Checking Account	10,718.18	0.00	0.00	0.00	0.00	10,718.18
115200 Federal Grant Fund	8.54	0.00	0.00	0.00	0.00	8.54
Total Fund	10,726.72					10,726.72
40 Trust Fund						
115300 Trust Checking	1,184,446.78	0.00	0.00	0.00	1,062.21	1,183,384.57
41 Foundation (Beer) Fund						
113400 Beer Checking	15,299.89	0.00	0.00	0.00	0.00	15,299.89
71 Payroll Clearing Fund						
113200 Payroll Checking Account	29,697.52	0.00	0.00	4,860.89	0.00	24,836.63
73 Claims Clearing Fund						
113100 WPRD Checking	851,017.38	0.00	488,179.30	145,114.88	0.00	1,194,081.80
113200 Payroll Checking Account	23.09	0.00	0.00	0.00	0.00	23.09
113500 BB Checking	17,093.16	0.00	2,978.52	0.00	0.00	20,071.68
115300 Trust Checking	5,200.00	0.00	1,062.21	0.00	0.00	6,262.21
Total Fund	873,333.63		492,220.03	145,114.88		1,220,438.78
92 Debt Service						
115600 Reserve Account Fund	-10,013,347.00	0.00	0.00	0.00	0.00	-10,013,347.00
Totals	-2,968,873.78	411,849.04	496,025.76	149,975.77	496,025.76	-2,707,000.51

*** 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.

WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For the Accounting Period: 3/26

Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Date		Notes
				Period	Issued	
-98843	Clm V	Check not processed in this period	0	/	0 / /	
-98842	Clm V	Check not processed in this period	0	/	0 / /	
-98841	Clm V	Check not processed in this period	0	/	0 / /	
-98840	Clm V	Check not processed in this period	0	/	0 / /	
-98839	Clm V	Check not processed in this period	0	/	0 / /	
-98838	Clm V	Check not processed in this period	0	/	0 / /	
-98836*	Clm V	Check not processed in this period	0	/	0 / /	
-98835	Clm V	Check not processed in this period	0	/	0 / /	
-98834	Clm V	Check not processed in this period	0	/	0 / /	
-98833	Clm V	Check not processed in this period	0	/	0 / /	
-98832	Clm E	423 VEGA, FRANCISCO	105.00	3/26	03/05/26 CL	4867 105.00
-98831	Clm E	1071 LEWIS, JADON	155.00	3/26	03/05/26 CL	4869 155.00
-98830	Clm E	158 HARRIS, CARTER	305.00	3/26	03/05/26 CL	4875 305.00
-98829	Clm E	1074 HAUGEN, MASON	176.00	3/26	03/05/26 CL	4877 176.00
-98828	Clm E	234 LINDQUIST, SAMANTHA	198.00	3/26	03/05/26 CL	4878 198.00
-98827	Clm E	1075 SCHULTZ, ETHAN	64.00	3/26	03/05/26 CL	4879 64.00
-98826	Clm E	1122 LEBARON-JENSEN, BECKY	64.00	3/26	03/05/26 CL	4880 64.00
-98825	Clm E	1185 ALVAREZ-CRESPO, LUIS ENRIQUE	105.00	3/26	03/05/26 CL	4882 105.00
-98824	Clm E	573 KREIL, TAYTUM	779.24	3/26	03/05/26 CL	4884 779.24
-98823	Clm E	1187 STAUFFER, DANIELLE	564.44	3/26	03/05/26 CL	4885 564.44
-98822	Clm E	912 RENNER, ALISSA	479.92	3/26	03/05/26 CL	4888 479.92
-98821	Clm E	921 VAN-WALL EQUIPMENT, INC	2564.95	3/26	03/05/26 CL	4810 2564.95
-98820	Clm E	231 LES MILLS UNITED STATES TRADING	822.00	3/26	03/05/26 CL	4824 822.00
-98819	Clm E	12 AMERICAN RED CROSS	483.00	3/26	03/05/26 CL	4831 483.00
-98818	Clm E	248 MARCO TECHNOLOGIES LLC	349.06	3/26	03/11/26 CL	4752 349.06
-98817	Clm E	6 ACUSHNET COMPANY	0.00	3/26	03/11/26 CL	4898 0.00
-98816	Clm E	6 ACUSHNET COMPANY	0.00	3/26	03/11/26 CL	4899 0.00
-98815	Clm E	6 ACUSHNET COMPANY	0.00	3/26	03/11/26 CL	4900 0.00
-98814	Clm E	6 ACUSHNET COMPANY	0.00	3/26	03/11/26 CL	4901 0.00
-98813	Clm E	101 DAKOTA SUPPLY GROUP	211.11	3/26	03/11/26 CL	4904 211.11
-98812	Clm E	252 MDU	95937.70	3/26	03/12/26 CL	4925 95937.70
-98811	Clm E	252 MDU	32.20	3/26	03/11/26 CL	4926 32.20
-98810	Clm E	252 MDU	32.20	3/26	03/11/26 CL	4927 32.20
-98809	Clm E	252 MDU	111.38	3/26	03/11/26 CL	4928 111.38
-98808	Clm E	252 MDU	31689.92	3/26	03/11/26 CL	4929 31689.92
-98807	Clm E	252 MDU	121.74	3/26	03/11/26 CL	4930 121.74
-98806	Clm E	252 MDU	137.43	3/26	03/11/26 CL	4931 137.43
-98805	Clm E	252 MDU	378.87	3/26	03/11/26 CL	4932 378.87
-98804	Clm E	1067 WALMART - TREVIPAY	1215.74	3/26	03/18/26 CL	4973 1215.74
-98803	Clm E	1074 HAUGEN, MASON	88.00	3/26	03/20/26 CL	4977 88.00
-98802	Clm E	234 LINDQUIST, SAMANTHA	154.00	3/26	03/20/26 CL	4978 154.00
-98801	Clm E	963 BREAKIE, KRISTEN	32.00	3/26	03/20/26 CL	4979 32.00
-98800	Clm E	1122 LEBARON-JENSEN, BECKY	32.00	3/26	03/20/26 CL	4980 32.00
-98799	Clm V	Check not processed in this period	0	/	0 / /	
-98798	Clm V	Check not processed in this period	0	/	0 / /	
-98797	Clm V	Check not processed in this period	0	/	0 / /	
-98796	Clm V	Check not processed in this period	0	/	0 / /	
-98795	Clm V	Check not processed in this period	0	/	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)

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WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For the Accounting Period: 3/26

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Claims

Check #	Check		Check Amount	Date		Notes
	Type	Vendor/Employee/Payee Number/Name		Period	Issued	
-98794	Clm V	Check not processed in this period	0	/	0 / /	
-98793	Clm V	Check not processed in this period	0	/	0 / /	
-98792	Clm V	Check not processed in this period	0	/	0 / /	
-98791	Clm V	Check not processed in this period	0	/	0 / /	
-98790	Clm V	Check not processed in this period	0	/	0 / /	
-98789	Clm V	Check not processed in this period	0	/	0 / /	
-98788	Clm V	Check not processed in this period	0	/	0 / /	
-98787	Clm V	Check not processed in this period	0	/	0 / /	
-98786	Clm V	Check not processed in this period	0	/	0 / /	
-98785	Clm V	Check not processed in this period	0	/	0 / /	
-98784	Clm V	Check not processed in this period	0	/	0 / /	
-98783	Clm V	Check not processed in this period	0	/	0 / /	
-98782	Clm V	Check not processed in this period	0	/	0 / /	
-98781	Clm V	Check not processed in this period	0	/	0 / /	
-98780	Clm E	426 VERMONT SYSTEMS, INC	140.00	3/26	03/31/26 CL 5003	140.00
-98779	Clm E	426 VERMONT SYSTEMS, INC	902.02	3/26	03/31/26 CL 5004	902.02
-98778	Clm E	426 VERMONT SYSTEMS, INC	4414.21	3/26	03/31/26 CL 5005	4414.21
-98777	Clm E	426 VERMONT SYSTEMS, INC	1078.59	3/26	03/31/26 CL 5006	1078.59
-98776	Clm E	254 MERCHANT SERVICES	1191.16	3/26	03/31/26 CL 5009	1191.16
85483*	Clm SC	999999 EKBLAD INC	127.88	3/26	03/13/26 CL 4942	127.88
85484	Clm SC	173 HILL ENTERPRISES	445.39	3/26	03/13/26 CL 4905	445.39
85485	Clm SC	999999 ND SECRETARY OF STATE	36.00	3/26	03/13/26 CL 4943	36.00
85486	Clm SC	346 RANDY'S HANDYMAN, LLC	665.00	3/26	03/13/26 CL 4945	665.00
85487	Clm SC	999999 REVIVAL IV AND WELLNESS PLLC	30.00	3/26	03/13/26 CL 4944	30.00
85488	Clm SC	1148 RICK GUETZKOW	73.41	3/26	03/13/26 CL 4946	73.41
85489	Clm SC	474 STRIKE ZONE	918.00	3/26	03/13/26 CL 4947	918.00
85491*	Clm SC	Check not processed in this period	0	/	0 / /	
85492	Clm SC	Check not processed in this period	0	/	0 / /	
85493	Clm SC	Check not processed in this period	0	/	0 / /	
85495*	Clm SC	924 BEST CHOICE CLEANING SERVICE, LLC	4100.00	3/26	03/10/26 CL 4920	4100.00
85496	Clm SC	253 MENARDS	881.84	3/26	03/13/26 CL 4923	881.84
85497	Clm SC	248 MARCO TECHNOLOGIES LLC	1282.93	3/26	03/13/26 CL 4921	1282.93
85498	Clm SC	284 MYERS AUTO PARTS	1101.94	3/26	03/13/26 CL 4924	1101.94
85499	Clm SC	299 NCC	1670.25	3/26	03/13/26 CL 4934	1670.25
85688*	Clm SC	1000 ADVANCED ENGINEERING & ENVIRONMEN	143442.19	3/26	03/27/26 CL 5012	143442.19
85689	Clm SC	7 AGRI INDUSTRIES, INC	81.59	3/26	03/27/26 CL 5018	81.59
85690	Clm SC	8 ALL SEASON SPORT ABOUT INC	1130.00	3/26	03/27/26 CL 5016	1130.00
85691	Clm SC	53 BORDER STATES INDUSTRIES INC	67430.27	3/26	03/27/26 CL 5010	67430.27
85692	Clm SC	68 CALLAWAY	9957.26	3/26	03/27/26 CL 4919	9957.26
85693	Clm SC	79 COCA-COLA OF WILLISTON	920.00	3/26	03/27/26 CL 5013	920.00
85694	Clm SC	80 COLE PAPERS	984.88	3/26	03/27/26 CL 5014	984.88
85695	Clm SC	93 DACOTAH PAPER CO	5906.22	3/26	03/27/26 CL 4939	5906.22
85696	Clm SC	1193 Jessica Farmer	53.00	3/26	03/27/26 CL 5011	53.00
85697	Clm SC	4 ACE HARDWARE	675.15	3/26	03/30/26 CL 4911	675.15
85698	Clm SC	999999 ALEXIS ROSSLAND	130.85	3/26	03/30/26 CL 5038	130.85
85699	Clm SC	12 AMERICAN RED CROSS	654.00	3/26	03/30/26 CL 5017	654.00
85700	Clm SC	999999 ARLIN LUND	290.00	3/26	03/30/26 CL 5033	290.00
85701	Clm SC	747 ASURE OPERATIONS	99.00	3/26	03/30/26 CL 5030	99.00

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)

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WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For the Accounting Period: 3/26

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Report ID: W100X1

Claims

Check #	Check		Check Amount	Date		Notes
	Type	Vendor/Employee/Payee Number/Name		Period	Issued	
85702	Clm SC	999999 CHURCH OF ST JOSEPH - WILLISTON P	200.00	3/26	03/30/26 CL 5021	200.00
85703	Clm SC	98 DAKOTA FIRE EXTINGUISHERS	1370.94	3/26	03/30/26 CL 5022	1370.94
85704	Clm SC	101 DAKOTA SUPPLY GROUP	211.11	3/26	03/30/26 CL 5024	211.11
85705	Clm SC	999999 DTVBC	300.00	3/26	03/30/26 CL 5025	300.00
85706	Clm SC	115 DUANES RADIATOR SHOP	1644.00	3/26	03/30/26 CL 5023	1644.00
85707	Clm SC	123 EMRYS LOCKSMITHING	254.59	3/26	03/30/26 CL 4948	254.59
85708	Clm SC	134 FASTENAL COMPANY	122.04	3/26	03/30/26 CL 5031	122.04
85709	Clm SC	972 FORTE	95.00	3/26	03/30/26 CL 5026	95.00
85710	Clm SC	148 GOOSENECK IMPLEMENT	313.49	3/26	03/30/26 CL 5028	313.49
85711	Clm SC	151 GRONDAHL RECREATION INC	4650.00	3/26	03/30/26 CL 5032	4650.00
85712	Clm SC	171 HIGH VOLTAGE ENTERTAINMENT, LLC	3000.00	3/26	03/30/26 CL 5029	3000.00
85713	Clm SC	173 HILL ENTERPRISES	237.02	3/26	03/30/26 CL 4941	237.02
85714	Clm SC	179 HORIZON RESOURCES	104.64	3/26	03/30/26 CL 5027	104.64
85715	Clm SC	182 HOSE & RUBBER SUPPLY	364.32	3/26	03/30/26 CL 4950	364.32
85716	Clm SC	253 MENARDS	348.99	3/26	03/30/26 CL 4960	348.99
85717	Clm SC	257 MIDCONTINENT COMMUNICATIONS	231.40	3/26	03/30/26 CL 5034	231.40
85718	Clm SC	284 MYERS AUTO PARTS	1268.07	3/26	03/30/26 CL 4961	1268.07
85719	Clm SC	999999 PREVENTION MAGAZINE	150.00	3/26	03/30/26 CL 5035	150.00
85720	Clm SC	286 PYE BARKER FIRE & SAFETY	529.00	3/26	03/30/26 CL 5036	529.00
85721	Clm SC	339 QUALITY SERVICE WITH COFFEE	467.00	3/26	03/30/26 CL 5037	467.00
85722	Clm SC	886 RUNNING SUPPLY INC	5.84	3/26	03/30/26 CL 5039	5.84
85723	Clm SC	999999 SARAH CONLIN	438.51	3/26	03/30/26 CL 5020	438.51
85724	Clm SC	1046 SECOND NATURE CONSULTING	4750.00	3/26	03/30/26 CL 5040	4750.00
85725	Clm SC	552 STARGUARDELITE	1648.00	3/26	03/30/26 CL 5044	1648.00
85726	Clm SC	1076 SVL SERVICE	4061.00	3/26	03/30/26 CL 5045	4061.00
85727	Clm SC	397 THE SHERWIN-WILLIAMS CO	206.13	3/26	03/30/26 CL 4967	206.13
85728	Clm SC	765 TIMECLOCK PLUS, LLC	1287.00	3/26	03/30/26 CL 5042	1287.00
85729	Clm SC	408 TRACTOR SUPPLY CREDIT PLAN	164.98	3/26	03/30/26 CL 5041	164.98
85730	Clm SC	410 TRIANGLE ELECTRIC	1770.94	3/26	03/30/26 CL 5043	1770.94
85731	Clm SC	1073 WILLISTON DAILY HERALD	735.05	3/26	03/30/26 CL 5046	735.05
85732	Clm SC	1195 Swim Angelfish LLC	2795.00	3/26	03/30/26 CL 5047	2795.00
86125*	Clm SC	4 ACE HARDWARE	1939.69	3/26	03/11/26 CL 4873	1939.69
86126	Clm SC	58 BRAATEN PLUMBING	2597.46	3/26	03/11/26 CL 4890	2597.46
86127	Clm SC	77 CITY OF WILLISTON	4579.02	3/26	03/11/26 CL 4891	4579.02
86128	Clm SC	80 COLE PAPERS	1309.50	3/26	03/11/26 CL 4914	1309.50
86129	Clm SC	88 COUNTRY FLORAL	110.00	3/26	03/11/26 CL 4917	110.00
86130	Clm SC	90 CRAIGS SALES-SERVICE-RENTAL	264.16	3/26	03/11/26 CL 4915	264.16
86131	Clm SC	115 DUANES RADIATOR SHOP	227.50	3/26	03/11/26 CL 4907	227.50
86132	Clm SC	179 HORIZON RESOURCES	371.24	3/26	03/11/26 CL 4906	371.24
86133	Clm SC	182 HOSE & RUBBER SUPPLY	84.67	3/26	03/11/26 CL 4908	84.67
86134	Clm SC	186 INTERSTATE BILLING SERVICE INC	168.80	3/26	03/11/26 CL 4909	168.80
86135	Clm SC	215 KS STATEBANK	9660.80	3/26	03/11/26 CL 4912	9660.80
86136	Clm SC	783 ALTEC INDUSTRIES	139.31	3/26	03/17/26 CL 4940	139.31
86137	Clm SC	1174 HAND DRYER SUPPLY	4350.00	3/26	03/17/26 CL 4949	4350.00
86138	Clm SC	199 JOHNSON CONTROLS BUILDING SOLUTIO	1538.94	3/26	03/17/26 CL 4951	1538.94
86139	Clm SC	211 KOTANA COMMUNICATIONS	811.60	3/26	03/17/26 CL 4953	811.60
86140	Clm SC	231 LES MILLS UNITED STATES TRADING	822.00	3/26	03/17/26 CL 4954	822.00
86141	Clm SC	233 LINDE GAS & EQUIPMENT INC	187.81	3/26	03/17/26 CL 4955	187.81

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)

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WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For the Accounting Period: 3/26

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Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Date Period Issued	Notes
86142	Clm SC	265 MISSION AWARDS	522.00	3/26 03/17/26 CL 4959	522.00
86143	Clm SC	268 MODERN MACHINE WORKS, INC	315.00	3/26 03/17/26 CL 4956	315.00
86144	Clm SC	469 PEOPLE TRAIL	283.49	3/26 03/17/26 CL 4962	283.49
86145	Clm SC	328 PIPPIN LAW FIRM	2160.00	3/26 03/17/26 CL 4964	2160.00
86146	Clm SC	336 PRO SAFE SERVICES	235.00	3/26 03/17/26 CL 4965	235.00
86147	Clm SC	397 THE SHERWIN-WILLIAMS CO	163.84	3/26 03/18/26 CL 4966	163.84
86148	Clm SC	765 TIMECLOCK PLUS, LLC	972.00	3/26 03/18/26 CL 4968	972.00
86149	Clm SC	425 VERIZON	1250.00	3/26 03/18/26 CL 4971	1250.00
86150	Clm SC	1102 WALT'S MARKET	1895.79	3/26 03/18/26 CL 4974	1895.79
86151	Clm SC	450 WILLISTON HOME AND LUMBER	161.86	3/26 03/18/26 CL 4970	161.86
86152	Clm SC	1097 Williston Lions Club	110.00	3/26 03/18/26 CL 4969	110.00
86153	Clm SC	812 BOWEN, ADAIZA	32.00	3/26 03/20/26 CL 4981	32.00
86154	Clm SC	923 CLOUSE, KYREN	66.00	3/26 03/20/26 CL 4976	66.00
86155	Clm SC	1189 JOHNSON, GRACE	767.02	3/26 03/20/26 CL 4983	767.02
86156	Clm SC	1190 NELSON, ANNA	517.50	3/26 03/20/26 CL 4984	517.50
86157	Clm SC	1188 PATTON, ERICA	682.50	3/26 03/20/26 CL 4982	682.50
86158	Clm SC	1191 CASH	2000.00	3/26 03/20/26 CL 4975	2000.00
86159	Clm SC	924 BEST CHOICE CLEANING SERVICE, LLC	4100.00	3/26 03/25/26 CL 4993	4100.00
86160	Clm SC	248 MARCO TECHNOLOGIES LLC	358.59	3/26 03/25/26 CL 4922	358.59
86161	Clm SC	283 MVEC	1028.22	3/26 03/25/26 CL 4933	1028.22
86162	Clm SC	1192 SPLASHTACULAR	19470.00	3/26 03/25/26 CL 4994	19470.00
Grand Total # of Checks:		165	Total: 488179.30	Total Claims 488179.30	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)

04/16/26
15:16:58

WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For the Accounting Period: 3/26

Page: 1 of 1
Report ID: W100X1

Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Date Period	Issued	Notes		
12384	Clm SC	884 BABE RUTH LEAGUE INC	732.00	3/26	03/13/26	CL 4910	732.00	
12385	Clm SC	299 NCC	167.50	3/26	03/13/26	CL 4935	167.50	
12386	Clm SC	205 K & K INSURANCE	1351.00	3/26	03/17/26	CL 4952	1351.00	
12387	Clm SC	425 VERIZON	80.02	3/26	03/18/26	CL 4972	80.02	
12388	Clm SC	8 ALL SEASON SPORT ABOUT INC	468.00	3/26	03/27/26	CL 5015	468.00	
12389	Clm SC	30 BASIN PRINTERS	180.00	3/26	03/30/26	CL 5019	180.00	
Grand Total # of Checks:		6	Total:	2978.52	Total Claims	2978.52	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)

04/16/26
15:25:32

WILLISTON PARKS & RECREATION DISTRICT
Combined Check Register
For the Accounting Period: 3/26

Page: 1 of 1
Report ID: W100X1

Claims

Check #	Check Type	Vendor/Employee/Payee Number/Name	Check Amount	Date Period Issued	Notes
1386	Clm MC	457 WPRD	875.00	3/26 03/04/26	CL 4938 875.00
1387	Clm MC	16 ASB/VISA	187.21	3/26 03/05/26	03/13/26 - error on claim, deleting and rebuildingCL 4937 187.21
Grand Total # of Checks:		2	Total: 1062.21	Total Claims	1062.21 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)

Jessica Farmer

From: Mark Vitelli <MarkV@compasscap.com>
Sent: Thursday, April 16, 2026 3:56 PM
To: Joe Barsh; Amy Danio
Cc: Jessica Farmer
Subject: RE: Monthly reports

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

Hi Joe,

My apologies for the delay. Here are my comments on the first quarter for the accounts.

The Project Fund continues to perform as expected, with the portfolio earning \$636,000 of interest during the first quarter. As we enter the second quarter, our first two maturities will occur in late May and early June, at which point we will look to reinvest dollars that are not yet needed for the project work.

The Reserve Funds remain essentially fully invested and during the period saw strong interest earnings as expected. The increase in market interest rates during the period was driven by inflationary fears because of oil prices increasing. This sparked some inflationary fears which had a modestly negative impact on bond prices. We hold our bonds to maturity in these portfolios, so short-term price movements do not impact the long-term returns on these securities.

We are happy to answer any questions you may have, and I look forward to meeting you in person at the May Board Meeting.

Thanks,

Mark

Mark Vitelli, CFA

Senior Portfolio Manager

T 612.338.4358

M 612.558.9302

E markv@compasscap.com

Compass Capital Management, Inc.

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www.compasscap.com



Compass Capital Management Ranks #5 in Minnesota by Barron's and #15 in Minnesota by Forbes!

Portfolio Summary

Williston Parks and Recreation District 2025A Reserve

Fixed Portfolio #630A

US Bank 296174005

March 31, 2026

Security Type	Total Cost ¹	Market Value ²	Accrued Income	Pct. Assets	Est. Annual Income	Yield
Cash and Equivalents						
Cash, Money Market, and Accrued Dividends	9,567.58	9,567.58	0.00	0.2%	151.17	1.58%
	9,567.58	9,567.58	0.00	0.2%	151.17	1.58%
Fixed Income						
Taxable Municipal Bonds	2,722,719.75	2,718,551.41	33,631.16	53.0%	106,419.40	3.97%
Treasury Bonds	2,400,689.85	2,401,090.84	13,998.16	46.8%	85,087.50	3.57%
	5,123,409.60	5,119,642.25	47,629.32	99.8%	191,506.90	3.78%
GRAND TOTAL	5,132,977.18	5,129,209.83	47,629.32	100.0%	191,658.07	3.78%

COMPASS CAPITAL MANAGEMENT, INC.

¹ Security cost basis and gain/loss information is provided for informational purposes only. The 1099 provided by your qualified custodian is the official document for tax preparation.

² Market Value is inclusive of accrued income for both individual positions and aggregated rows on this report.

Portfolio Summary

Williston Parks and Recreation District 2025B Reserve Acct

Fixed Portfolio #630B

US Bank 296174009

March 31, 2026

Security Type	Total Cost ¹	Market Value ²	Accrued Income	Pct. Assets	Est. Annual Income	Yield
Cash and Equivalents						
Cash, Money Market, and Accrued Dividends	5,492.30	5,492.30	0.00	2.6%	86.78	1.58%
	5,492.30	5,492.30	0.00	2.6%	86.78	1.58%
Fixed Income						
Taxable Municipal Bonds	144,976.50	145,186.08	1,740.93	69.0%	6,035.00	4.21%
Treasury Bonds	59,738.20	59,763.76	259.80	28.4%	2,075.00	3.49%
	204,714.70	204,949.84	2,000.73	97.4%	8,110.00	4.00%
GRAND TOTAL	210,207.00	210,442.14	2,000.73	100.0%	8,196.78	3.94%

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Portfolio Summary

Williston Parks and Recreation District 2025A Debt Service Acct

Fixed Portfolio #630C

US Bank 296174001

March 31, 2026

Security Type	Total Cost ¹	Market Value ²	Accrued Income	Pct. Assets	Est. Annual Income	Yield
Cash and Equivalents						
Cash, Money Market, and Accrued Dividends	1,356.17	1,356.17	0.00	0.1%	21.43	1.58%
Treasury Bills	2,473,778.03	2,473,150.40	0.00	99.9%	0.00	0.00%
	2,475,134.20	2,474,506.57	0.00	100.0%	21.43	0.00%
GRAND TOTAL	2,475,134.20	2,474,506.57	0.00	100.0%	21.43	0.00%

COMPASS CAPITAL MANAGEMENT, INC.

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Portfolio Summary

Williston Parks and Recreation District 2025B Debt Service Acct

Fixed Portfolio #630D

US Bank 296174008

March 31, 2026

Security Type	Total Cost ¹	Market Value ²	Accrued Income	Pct. Assets	Est. Annual Income	Yield
Cash and Equivalents						
Cash, Money Market, and Accrued Dividends	19,127.00	19,127.00	0.00	20.6%	302.21	1.58%
Treasury Bills	73,607.55	73,587.91	0.00	79.4%	0.00	0.00%
	92,734.55	92,714.91	0.00	100.0%	302.21	0.33%
GRAND TOTAL	92,734.55	92,714.91	0.00	100.0%	302.21	0.33%

COMPASS CAPITAL MANAGEMENT, INC.

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Portfolio Summary

Williston Parks and Recreation District 2025A Project Fund

Fixed Portfolio #630E

US Bank 296174002

March 31, 2026

Security Type	Total Cost ¹	Market Value ²	Accrued Income	Pct. Assets	Est. Annual Income	Yield
Cash and Equivalents						
Cash, Money Market, and Accrued Dividends	595,558.81	595,558.81	0.00	0.9%	9,409.83	1.58%
Treasury Bills	4,968,103.94	4,967,822.00	0.00	7.6%	0.00	0.00%
	5,563,662.75	5,563,380.81	0.00	8.5%	9,409.83	0.17%
Fixed Income						
Treasury Bonds	59,335,533.50	59,688,041.46	495,395.23	91.5%	2,243,812.50	3.79%
	59,335,533.50	59,688,041.46	495,395.23	91.5%	2,243,812.50	3.79%
GRAND TOTAL	64,899,196.25	65,251,422.27	495,395.23	100.0%	2,253,222.33	3.48%

COMPASS CAPITAL MANAGEMENT, INC.

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Executive Summary
April 2026 Operations Report
Prepared for: Williston Parks & Recreation District Board of Commissioners

WPRD continues to advance into the spring/summer season with strong operational performance, active capital project development, and continued focus on long-term organizational sustainability.

Financially, the revised 2026 General Fund Budget is presented for approval, reflecting updated forecasts and an improved reporting structure. March financials reflect timing differences driven by **planned and approved capital investments**, including basketball court lighting, meeting room partitions, and a new loader purchase, which are funded through capital accounts. Under the leadership of the new Finance Director, WPRD now has the ability to clearly separate capital and operational expenditures, providing **greater transparency, improved oversight, and more informed decision-making**. Additional improvements include chart of accounts modernization and implementation of Black Mountain software. Investment portfolios continue to perform as expected with upcoming maturity timelines.

Capital projects remain a primary focus. The Ice & Turf Facility is progressing toward GMP, the WMGC Golf Course renovation is set for a May 15 groundbreaking, the SLP Overlook project is in the bidding phase, and the Western Star Fastpitch Complex has advanced to construction-ready design and is transitioning to fundraising.

Foundation development continues in a structured and disciplined manner. PROS Consulting has provided a best-practices framework currently under review. Efforts are underway to formalize the Foundation Liaison role, while financial systems are being established within Black Mountain. Endowment funds remain in a holding phase with July maturity to support a thoughtful and strategic rollout.

Operations and programming are transitioning to peak season. Parks, golf, and outdoor facilities are fully opening with strong early usage. Recreation, aquatics, fitness, and childcare programs continue to show strong participation and demand, with summer programming preparations nearing completion.

Organizationally, WPRD is preparing for the CAPRA accreditation site visit April 27–30, representing a major milestone. Marketing and community engagement efforts remain strong, with successful events and continued growth in outreach.

Board actions this month include approval of the revised 2026 budget, WMGC construction committee authorization, and consideration of a new accounts payable/receivable position.

Overall, WPRD is entering a critical execution phase—balancing seasonal operations, advancing major projects, and strengthening systems to support long-term success.

ADMINISTRATION PORTFOLIO

Grant-Funded Projects

ND Special Road Fund

- Spring Lake Park Overlook (Road Work). Awarded \$149,204 on April 9.2024
- Bidding is currently active.
- Pre-bid meeting was held on Monday 4/13.
- Proposals are due Monday May 4th.
- 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

- Groundbreaking for the WMGC renovation will be on May 15th at 2pm
- Kevin Norby (Architect), Duininck, AE2s (Water Reuse), Stone Architects & City are now in coordination.
- The final firm to contract for this project will be a CMaR for the construction of the vertical facilities associated with the project. This is

included in this month's agenda for board approval per the NDCC mandated interview team to release the RFP for contractor procurement.

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

- Western Star Softball Complex planning has now advanced to construction ready documentation. The team will now switch gears towards fundraising to identify an appropriate timeline to advance the project.

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

- Mike has provided a draft of the Strategic plan for review and comment.
- We are currently planning his second site visit.
- We will seek board approval of the plan once we have a final draft.

Human Resources

- Salaried positions - 37 authorized; 37 filled.
- With the hire of Tyler Hagen as Marketing Coordinator, Emily O'Rear has been promoted to Commination's Director.

CAPRA (Commission for Accreditation of Park and Recreation Agencies)

- 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
- We have submitted answers to questions the CRT team had on our initial self assessment to a Google Drive. They will be reviewing our answers either April 10th or April 12th.
- Have been talking with Rodney about the onsite visit and we have purchased plane tickets for the CRT team to come here on April 27th and flying out April 30th.
- Accommodations will be made for lodging and driving to and from airport.
- Kazuma is working with staff on each chapter to familiarize ourselves with best practices and implementing processes and plans.

- In the process of reaching out to community members to talk about WPRD's role in the community for the onsite visit.
- Will be working with Rod on having a final schedule of the onsite visit.

Foundation Update (March–April 2026) – Executive Summary

- **Board Activity & Projects**
 - March 18 Foundation Board meeting held with full quorum; all standard items approved (minutes, financials, policies, by-laws)
 - Continued progress on major capital projects:
 - ARC & Raymond Center (~\$10M)
 - Golf Course Renovation (~\$25M) – ongoing planning
 - Ice & Turf Facility – advancing toward GMP
 - SLP Overlook – progressing with \$160,000 grant support
- **Governance & Strategic Development**
 - Foundation continues transition to a structured, governance-driven organization
 - Maintained focus on operating as a working board with clear policy alignment
 - Ongoing development and review of foundational policies and procedures
- **PROS Consulting / Best Practices**
 - Mike Svetz (PROS Consulting) provided a draft of the best-practices guideline document
 - Currently under review by:
 - Foundation Board
 - Rhonda (Foundation Liaison)
 - Joe (Executive Director)
- **Staffing & Organizational Alignment**
 - Continued progress on formalizing the **Foundation Liaison role**
 - Rhonda and Joe are working through standard HR processes to:
 - Clearly define responsibilities and structure
 - Ensure alignment with WPRD operations

- Support long-term sustainability of the role
- **Financial Position & Readiness**
 - Foundation in a planned holding period
 - Endowment funds continue to accrue interest with **July maturity timeline**
 - Intentional pacing to ensure strong foundation before fund deployment
- **Financial Systems & Operations**
 - Jessica Farmer (Finance Director) leading setup of Foundation financials in **Black Mountain software**
 - Focus on:
 - Proper tracking and reporting
 - Clear separation and accountability
 - Readiness for full operational implementation
- **Overall Status**
 - Foundation remains in a strategic development and readiness phase
 - Key focus areas:
 - Governance and policy finalization
 - Staffing structure
 - Financial systems integration
 - Positioned for a disciplined, sustainable launch following July milestones

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 May.

- Facebook
 - WPRD (main page): 13,936 followers

- WPRD Aquatics: 798 followers
- Williston Water World: 6,191 followers
- WPRD Child Sitting Clubhouse: 600 followers
- WPRD WMGC: 672 followers
- ARC Fitness: 1,472 followers
- Instagram: 2,057 followers
- LinkedIn: 175 followers
- ARC Google Reviews: 4.5 out of 5.0 (742 reviews)

Website:

- Statistics (March 1-31, 2026): 192,743 webpage views
 - There were 303,294 fewer views this month. While this is a significant decrease, it is not surprising given that there was no programming opening this month.
- Newsletters: No newsletters were sent
 - Subscribers: 2,256

Advertising:

- Pamphlets: Spring pamphlets have been completed and distributed to all schools. Registration for all ARC Fitness programs opens April 15 at 12:00pm.
- YoDeck: The contract for YoDeck (digital advertising at the ARC, Raymond Center, and Williston Water World) has been transferred to WPRD, giving us full control over all advertising displayed on the screens. We are also continuing to promote advertising opportunities for local businesses to partner with us.
- WPRD Events & Programs: Working on all advertising for the Summer programs and events.

- Williston Water World: Signage is currently being developed, and we are also working on additional long-term signage for the facility. This will include updated rules for the slides, waterpark, and lazy river. Additionally, we are purchasing two height requirement signs that will be used at both waterparks.
- Prevention Magazine: A WPRD advertisement was placed to show support for efforts to keep kids off drugs.
- All-American Publishing: A WPRD advertisement was placed in support of Williston High School athletics.
- Pigskin Preview: A WPRD advertisement was placed for the 2026 football season.
- Discovering Mon-Dak: A full-page advertisement was submitted focusing on the ARC.
- Herlad Graduation Section: A WPRD advertisement was placed congratulating all 2026 seniors.

Public Relations

- Weather Protocol: This document has been published and has already been utilized several times. We are seeing a positive impact and will continue to promote and refine it as needed to keep the public informed as decisions are made regarding weather-related cancellations.
- Chokecherry Festival: Working with the CVB to bring more WPRD events to the festival.
- Community Egg Hunt: The March 27 event was a great success. We connected with numerous community members, shared information about all that WPRD has to offer, and distributed pamphlets to help participants register for camps and other summer programs.
- Community Wellness Fair: The March 28 event was a great success. We engaged with vendors and gathered valuable materials to support and enhance advertising efforts for next year.

- Williston High School Job Fair: On April 1, we attended the Career Fair and connected with numerous students about WPRD summer job opportunities. As a result, we gained a marketing intern and received a strong number of additional applications.
- Upcoming Events:
 - Kids Day Out: May 15
 - Muni Groundbreaking: May 15

Marketing Coordinator

Over the past few weeks, Tyler has developed a deeper understanding of his role and has become more familiar with day-to-day operations. He has been attending weekly meetings with all departments and will continue providing consistent marketing support to each of them.

In addition, Tyler has created a marketing request form through Microsoft Teams, allowing each department to submit requests in one centralized location. This helps us efficiently assign tasks and better support WPRD as a whole.

The marketing coordinator position has already proven to be valuable and will continue to strengthen our department's ability to effectively support WPRD.

CHILDCARE PROGRAMS PORTFOLIO

Campus Club

Campus Club continues to operate at high capacity, with strong enrollment and consistent participation across all sites. As we approach the end of the program for the school year on May 15th, we are focused on finishing strong while preparing for a smooth transition into Campus Club Summer Program.

In the final weeks of the school year, we have several activities and partnerships in place to keep students engaged. Through internal partnership within WPRD, an instructor from ARC fitness programs will be traveling to each school site to lead High/Low Fitness Dance class, promoting physical activity in a fun and structured environment. Field trips to the ARC are also wrapping up, with all remaining school scheduled to attend. Additionally, we are excited to welcome back Tori with the BookMobile, continuing to support literacy engagement and provide students with access to books in an interactive setting.

Planning for the Campus Club Summer program is ongoing, with a current focus on finalizing staff numbers. Our goal is to accommodate as many families as possible, though final enrollment will depend on staffing capacity and available space. We continue to see strong interest and are working diligently to balance program quality with enrollment demand.

Kid's Camp

Planning for Kid's Camp continues to progress well, with additional coordination meetings taking place over the past month. While details are still being finalized, preparations are moving forward smoothly as we quickly approach the summer season.

We have also begun reaching out to special guests within the community to enhance our weekly themes and provide enriching experiences for campers. These partnerships are intended to add variety and excitement to the program while supporting overall engagement.

With the end of the school year quickly approaching, both Campus Club and Kid's Camp are in a strong position as we prepare for a busy and successful summer!

CHILDSITTING PORTFOLIO

March brought in 37 new children to try out the child sitting clubhouse, and just under half of the families purchased a passport or punch card to keep coming back. For the first half of March the clubhouse focused on all things St Patrick's Day. The kids made leprechauns out of their handprints, dug for gold coins in buckets of kinetic sand, and colored different St Patrick's Day themed coloring pages. The second half of the month was focused on Spring. We made hand print butterflies and suns to decorate the outside of the clubhouse, played with playdough, and pop its, and had a fun S.T.E.M. day where we created holographic pictures using magnet tiles and a video on our phones. The March party was held on St. Patrick's Day. Children played pin the shamrock on the leprechaun, went on a leprechaun scavenger hunt, had a fun sticker craft, and took home a fun prize.

Our monthly special was a 6-month passport for \$250 with siblings being half off. Offering this passport special twice a year is a favorite for our regulars, so they don't have to continuously purchase passports every month. We held two birthday parties in the clubhouse, with more booked for April and May.

Child Sitting Visits for the Past Three Years:

March 2024: 1,340

March 2025: 1,492

March 2026: 1,764

PARKS PORTFOLIO

Parks Operations

- Over the last month, Parks crew finished chipping the trees that were cut down at Spring Lake Park.
- Staff have been working on HVAC motors and drives on the roof of the ARC.
- Cote Park was swept, overseeded, and fertilized in preparation for the soccer season.
- Park bathrooms have been reassembled and water service has been turned back on.
- Work has begun on tearing out the asphalt on the 22 x 45 section of road that failed due to frost at Spring Lake Park. The area is being excavated with crushed concrete being installed before new concrete is poured.
- Pool operations will begin draining pools at Williston Water World around April 27th to remove plugs and start pressure washing.

Athletic Facilities Operations

- Outdoor athletic fields have begun operations – Particularly Western Star and Grondahl field due to WBSD#7 athletics usage.
- Transitioning to full outdoor duties in preparation of Spring/Summer programming.

Golf Course Operations

- The course opened on April 10th
- Greens came through the winter in good condition, while fairways experienced significant snow mold and mouse damage
- All equipment has been serviced, including oil changes and blade sharpening
- Staff are working with the City to complete a controlled burn of Phase 1-b of the course expansion

Clubhouse Operations

- Clubhouse operations are running smoothly, with a strong staff this year that is working very well together
- The first weekend was very successful, with high traffic through the clubhouse and onto the course
- Zack and the crew did a great job preparing the course for opening
- Points of emphasis for clubhouse staff include improving overall efficiency, increasing presence on the course, and maintaining consistency when answering phones
- A total of 82 memberships were sold through the POS, not including those already purchased at the ARC
- There were 131 non-member rounds of golf and 153 total cart rentals recorded
- Green fee revenue totaled \$2,948, with 360 rounds of golf played
- Pro shop sales totaled \$809
- Net amount recorded was \$20,847.56

FACILITIES PORTFOLIO

- A facility schedule is attached to the end of the Park Board packet.
- Guest Services
 - Guest Services is actively conducting interviews to hire summer staff
 - Staff are working in coordination with Aquatics and Recreation to prepare for the upcoming summer season
 - Three internal Guest Services employees have been promoted to lead positions
 - A total of 45 user groups and nonprofits completed the concession interest form, more than doubling last year's interest
 - Williston Water World reservations have been strong, with only three dates remaining; signups will close on April 30th

- Dakota Park concession dates are currently filled, with additional dates pending approval
- User Groups:
 - Coyote Wrestling Club finished practices at Raymond Center and ARC.
 - 701 Elite Athletics starts turf football program reservations on April 13th.
- Reservations:
 - Waiting on Raymond Center construction timeline to update all 2026 and 2027 reservations.
 - Started 2027 Raymond Center schedule.
 - Finished first two months of Spring Lake Nature Center at Keel Boat. Reserved August-November for second session.
 - Water World private parties full for 2026 season.
- Maintenance/Janitorial
 - LED Fixtures completed in Gym and Pool/Waterpark. Working on replacing storages and closets fixtures.
 - Court resurfacing begins on April 15th.
 - Developing a 5-year Capital Maintenance Plan to guide our budgeting and large building maintenance projects.
- RFCC Operations & Events
 - The ice was taken out on March 3rd. The Raymond Center is now in show and event season in the arena. Some shows and sporting events continue to be held upstairs but the courts are mainly used for volleyball at this point.
- Arena
 - The first vendor show in the arena this year was March 8th
 - Ryan Motors held a car show in the arena March 12-15
 - Sport and Rec show March 20-22
 - The Chili-cookoff was held March 29th

- Open roller skating was held on Mondays throughout the month.
- Events and Reservations
 - Chaos volleyball continues to use their reserved court times.
 - Chaos: Mondays, Tuesdays, Thursdays, and Sundays
 - There was a blacklight mini-golf event upstairs March 14-15
 - There were a handful of vendors upstairs during the sport and rec show
 - The Raymond Center was used as a location to host part of the volleyball tournament held on March 30th
 - Rodeo is coming up starting on April 18th.
 - Ballin' in the Basin will be held upstairs on April 11-12 on the courts while the Home and Garden show is in the Arena.

AQUATICS PORTFOLIO

Swim Lessons

- Lessons were held from February 23rd through March 5th and were successful. A second session ran from March 16th through March 27th, with reduced morning and evening lessons continuing afterward.
 - A total of 112 participants were enrolled in the two lessons combined.
- Private lessons remain popular, with a reduced but still significant waitlist of over 200 participants, and a new instructor incentive contest is being launched to help address the demand.
- The Angelfish Program started up on March 16th with 9 participants and more for the open swim time.
- Special Events
 - Special events included a “Lucky Duck Hunt” at the water park and an Easter Egg Dive, where children collected items from the pools and exchanged them for prizes

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:
 - Last chance meet will be on March 14th
 - Long Course season will start May 4th.
- High School Swim:
 - Season concluded prior to spring break

Aquatic Amenities

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

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:
 - 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. 14 participants are currently enrolled.

Pool Maintenance

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

- March 16th
- April 16th
- 50 Meter Pool will be transitioning to Long Course on Monday April 16th and will shift back to short course in August.
- Diving boards will be sent to be refurbished over the summer months.

Recreation Portfolio – Winter Programming 2026

Adaptive Programs

Wonders Swim Lessons / Open Swim

- **Dates:** Mar 16 – May 4
- **Fee:** Lessons: \$25 / Open: Free
- **Current Registration:** Lessons: 6 / Open: 10+ families
- **2025 Registration:** 8 / 3+ Families
- **2024 Registration:** N/A
- **Special Note:** Wonders Swim is broken down into 2 programs. A small group of kids are registered for the Wonders Swim Lessons. They are learning how to swim, water safety, and learning overall how to be comfortable in the water. Open Swim is for those who know how to swim and can enjoy the full waterpark experience with their family!
- **Other Updates:**
 - Wonders are doing a Cash Calendar for a new fundraiser. They raised \$3,500!

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. The final day is this week and they will each receive a medal and their own WPRD Pickleball cover!

Youth Volleyball

- **Dates:** Mar 16 – May 6
- **Fee:** \$53.50
- **Current Registration Numbers:** 94
- **2025 Registration Numbers:** 136
- **2024 Registration Numbers:** 158
- **Special Note or Highlight:** Youth Volleyball is a new operation phase of outsourcing the program. WPRD has hired part-time youth volleyball coaches with the help of volunteer parents to help with the program. So far it has gone well!

Girls Run Strong

- **Dates:** Mar 17 – May 7
- **Fee:** \$48.00
- **Current Registration Numbers:** 19
- **2025 Registration Numbers:** 23
- **2024 Registration Numbers:** 31
- **Special Note or Highlight:** Girls Run Strong is a great program for all girls involved. We highlight the importance of girl empowerment! The

girls are deciding which local organization they want to donate their Run-A-Thon money to. They will run a 5K at the end of season, May 7th!

Youth Cheer

- **Dates:** April 7 – May 14
- **Fee:** \$47.50
- **Current Registration Numbers:** 46
- **2025 Registration Numbers:** No spring program previously.
- **2024 Registration Numbers:** No spring program previously.
- **Special Note or Highlight:** First ever Spring program for Youth Cheer! We have an amazing, dedicated cheer coach from the community! The cheerleaders will cheer for the local rec soccer games.

¾ YO Soccer/Kinder Kicks

- **Dates:** 3/16-3/30
- **Fee:** \$30
- **Current Registration Numbers:** 180
- **Last Session (Fall) Registration Numbers:** 126
- **2024 (Winter) Registration Numbers:** 173
- **Special Note or Highlight:** It was a super fun and quick session of soccer. I enjoyed the 2.5-week format where we meet 2 times a week instead of spreading it out once a week for a month. The kids and parents work well together, and it's super fun to get both kids and parents included. I also liked doing this not at the same time as the other session because there really was a lot more effort I got to put into it.

Boys Breakthrough

- **Dates:** 3/16-04/21
- **Fee:** \$42.50
- **Current Registration Numbers:** 17
- **2025 Registration Numbers:** 17
- **2024 Registration Numbers:** 21
- **Special Note or Highlight:** The boys are loving it! Engaged in every assignment and conversation had/given and have greatly improved in their fitness aspects.

Youth Track

- **Dates:** 5th-6th, 03/24 - 05/02 | K-4. 04/06 - 05/02
- **Fee:** K-4 | \$30.00, 5-6 | \$40.00
- **Current Registration Numbers:** 80
- **2025 Registration Numbers:** 173
- **2024 Registration Numbers:** 145
- **Special Note or Highlight:** Kids are off to a great start this year! Each program has run smoothly, and the kids are fully engaged in skill development and competition so far.

Adult Programs

Adult Volleyball

- **Dates:** Feb 28 – Apr 29
- **Fee:** \$268 | \$200
- **Current Registration:** 32
- **2025 Registration:** 28
- **2024 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

Ballin In The Basin

- **Dates:** April 11-12
- **Fee:** \$200
- **Current Registration:** 72
- **2025 Registration:** 78
- **2024 Registration:** 86
- **Special Note or Highlight:** Spring Ballin' was a success! We had low registration due to Minot and Grand Forks scheduling a tournament on the same weekend, unfortunately. A highlight is that WBBC teams did really great in the tournament and made championship games.

Chaos Volleyball

Spring Season

- **Dates:** March-May
- **Fee:** \$400 For Regional Team \$2000 For National Team
- **Numbers:**
 - 12u will have 3 teams
 - 14u will have 4 teams
 - 16u will have 0 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!

Baseball

- Coach situation: 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. Still looking for a Oilers coach.
- T-Shirt Team Sponsor / Baseball Fence Signs / Boosters completed for 2026.
- Registration Numbers:
 - 9s: 26
 - 10s: 14
 - 11s: 15
 - 12s: 13
 - 13s: 18 – kept 15
 - 14s: 14

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 14-18U 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

- March 23 Regular SK8 Nites are back every Monday all summer long. The first few dates were well attended, and we've already had 3 private parties with several more on the books.
- March 27 Parent's Night Out was the last one of the season. We had a smaller attendance, but it was so much fun!
- March 28 Special Events department assisted at the Community Wellness Fair with a Kid Zone. It was quite popular and we will definitely bring it back next year.
- April 14 Puzzle Palooza with just 9 teams.
- April 18 Mom & Me – Just Bee Together ARC meeting rooms

Upcoming:

- April 29 – May 2 Neon Knockout parties and open times for the public. Nerf wars, cosmic mini golf and roller skating all in one place for all one price.
- May 12 Last Puzzle Palooza of the season
- May 13 Special Events brings skates to Campus Club (Lewis and Clark)
- May 15 Special Events teams up with Marketing for National Kids Day Out
- May 19 Special Events teams up with Fitness to host Bright Beginnings at Tyke Time

FITNESS & WELLNESS PORTFOLIO

Group Fitness

- Group fitness participation totaled 1,319 visits this month (compared to 1,130 last month), with 150 classes offered and an average of 9 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 is a full-body fitness program for all levels, with 23 participants in the March session and two summer sessions planned with member discounts available.
- Women-focused programming remains strong, including:
 - Women & Weights (10 participants enrolled)
 - Women's Workout Wisdom
 - Upcoming workshops in April focused on prenatal, postpartum, and women's health/hormones
 - Pink Gloves Boxing continues to see interest and the department decided to add another spring/summer round that will be 6 weeks instead of the usual 12 weeks. The rounds will start in April and June.
- Nutrition and lifestyle programming continues, including:
 - Food with Friends
 - Meal Prep & Nutrition course
 - Seasonal offerings such as Summertime Snacks and Healthy Holiday Food with Friends
- Les Mills Strength Development programming will relaunch in March and has 6 participants enrolled.
- 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 and the next session will start in the Fall of 2026.
- Teen Fit Endurance & Agility program continues to build participation, with 17 participants registered for the 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. WHS JV Drill team will begin training in summer as well as Hockey groups starting in April/May.

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.
- The Obligor Resolution is added into the packet for approval.

Personal Training

- Personal training activity remained steady, with 72 sessions completed and total sales of \$4,349 (\$3,656 net after discounts).
- Strong growth was seen in session purchases, with 108 session punches and 15 session passes sold.
- Initial assessments and new inquiries remain steady, with continued opportunity for growth in training packages. 6 initial assessments occurred in March with 2 new inquiries.

Senior Fitness & Wellness

- Senior programming continues to see strong engagement, with 13 classes and 158 participants this month.
- Monthly **Lunch and Learn** events remain a key engagement tool, with strong attendance and continued community partnerships:
 - March session (WPD Scams): 50 attendees (Largest Lunch and Learn to Date)

- Upcoming topics include CHI Cardiac Rehab (April) and Williston Concert Series and Williston Senior Center (May)
- Additional initiatives include incentive-based participation programs and the return of the Better Bones & Balance Challenge in September 2026.

Fitness Challenges & Special Events

- “Marathon in a Month” begins May 1st, allowing participants to complete 26.2 miles throughout May, with tracking boards for members and seniors and a raffle prize for all finishers
- **The Community Wellness Fair on March 28th** was a successful event, featuring over 40 vendors, more than 200 attendees, and 10 prizes awarded from over 100 completed passports

Williston Parks & Recreation District

Parks & Facilities Plan Amendment – April 21, 2026

Purpose of Amendment

This amendment to the Williston Parks & Recreation District (WPRD) Parks & Facilities Plan is intended to incorporate additional elements required for CAPRA accreditation and to strengthen the District's planning framework.

This update ensures the Williston Parks and Recreation District Parks and Facilities Plan reflects current organizational direction and provides a more comprehensive understanding of recreation services available within the community.

Summary of Amendments

The following components have been added to the Parks & Facilities Plan:

1. Mission Statement

WPRD's formal Mission Statement has been incorporated into the Master Plan section "Introduction" to clearly define the purpose and guiding principles of the District. This addition aligns planning efforts with organizational values and strategic direction.

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

2. Community Inventory

A comprehensive Community Inventory has been added in the appendices to include:

- WPRD programs, facilities, and park assets
- Public sector providers (e.g., schools and government agencies)
- Private organizations, clubs, and recreation/fitness facilities

This inventory supports identification of service gaps, partnership opportunities, and reinforces WPRD's role as a community recreation leader and resource.

Integration into Parks & Facilities Plan

These amendments have been incorporated into the Master Plan as follows:

- The **Mission Statement** has been added to the Introduction section
- The **Community Inventory** has been added as a dedicated section within the Appendices

Effective Date

This amendment is effective as of the date of approval by the Williston Parks & Recreation District Board.

Approval

The undersigned hereby approve this amendment to the Williston Parks & Recreation District Parks & Facilities Plan.

Williston Parks & Recreation District Board

Park Board President

Date

Attest:

Executive Director

Date

Williston Parks and Recreation District Parks and Facilities Plan

APPENDIX 5

COMMUNITY INVENTORY

District & Non-District Offerings

Purpose

This appendix provides a supplemental inventory of recreation, leisure, and community service providers operating within the Williston area. Offerings are organized by **District (WPRD)** and **Non-District** providers to support coordination, reduce duplication of services, inform program and facility planning decisions as well as direct community members.

This appendix is intended as a reference document and may be updated periodically as providers and offerings evolve.

DISTRICT (WPRD) OFFERINGS

Youth Recreation

- 7-8 YO Little League Baseball
- 9-12 YO Cal Ripken Baseball
- Youth Softball
- 7-10 YO Softball League
- Travel Fastpitch Softball
- Youth Flag Football
- Youth Tackle Football
- Youth Soccer
- Youth Volleyball
- Travel Volleyball
- K-2 Basketball
- 3-6 Grade Basketball
- Travel Baseball
- Cross Country

- Youth Track
- Youth Tennis
- Youth Curling
- Youth Pickleball
- Strider
- Sporties for Shorties
- Learn to Skate / Tyke Skate
- Parent Child T-Ball (5 YO)
- Parent Child T-Ball (6 YO)
- Tyke Time
- Golf Lessons
- Girls Run Strong
- Boys Break Through

Youth After School Programs and Camps

- Campus Club
- Kids Camp

Adult Recreation

- Adult Softball
- Adult Volleyball
- Adult Golf League
- Adult Basketball
- Adult Flag Football

Fitness & Wellness

- Youth Boot Camp
- Adult Boot Camp
- LesMills Strength Development

- Pink Gloves Boxing
- Pedal for Pie
- Turkey Trot
- Meal Prep
- ARC Fit Fam
- Lunch and Learn
- Group Fitness
- Personal Training
- Women and Weights
- Teen Fitness
- GO Challenge
- Community Wellness Fair

Aquatics

- Aquacise
- Community CPR Class
- Babysitters CPR Class
- First Aid and CPR
- Swim Lessons
- Adult Swim Fit
- Youth Swim Fit

Special Events

- Parents Night Out
- Mom & Me
- Neon Knockout
- Date Night Weekend
- Nerf Wars

- Puzzle Palooza
- Themed Open and Private Roller Skating
- Themed Open Skating
- Ballpark Birthday Bash
- Movies at the Park

Adaptive

- Williston Wonders
- Noah's ARC
- iCan Bike Camp

Facilities & Parks

- Williston Area Recreation Center
- Raymond Family Community Center
- Williston Municipal Golf Course
- Williston Water World
- Cote Park
- Dakota Park
- Davidson Park
- Harmon Park
- Moose Park
- Pheasant Run Park
- Western Star Complex – Play 4 All Playground
- Recreation Park
- Spring Lake Park
- West Lawn Park
- Ardean Aafedt Stadium

NON-DISTRICT OFFERINGS

Youth & Adult Sports Organizations

- Sandlot Baseball
- Coyote Wrestling Club
- Williston United Soccer Club
- Williston Sea Lions Swimming
- Williston Basin Hockey Club
- Williston Basin Curling Club
- Coyote Clay Target League
- OKA Skating Academy
- Williston Figure Skating Club

School & Collegiate Athletics

- Williston Basin School District #7 Athletics & Clubs
- Williston State College Athletics Camps

Community Events & Tourism

Williston Convention & Visitors Bureau

- Band Day
- Holiday Lights Drive
- Chokecherry Festival
- Sports & Recreation Shows
- Community Events

Williston Chamber of Commerce

- Holiday Lights Parade
- Professional Networking Events

Downtowners Association

- Thursday Nights on Main

Upper Missouri Valley Fairgrounds

- Rodeo
- Fair

Outdoor Recreation & Regional Assets

- Williams County Parks
 - Campgrounds
 - Outdoor Recreation Activities
- Snowmobile Club
- United Sportsmen of Williston (Archery)
- Williston Rifle & Pistol Club

Community & Social Recreation

Williston Community Library

- Adult Crafting
- Baby & Preschool Programs
- STEAM Events
- Teen Programs
- Social Clubs (e.g., Scrabble, Crafting)

Local Businesses & Organizations

- Books on Broadway (Game Night)
- Strike Zone Bowling Alley

Senior Services

- Williston Senior Center (Programs & Events)

Community Organizations

- Williston Police Association (Events & Fundraisers)

Arts, Culture & Enrichment

Dance Studios

- Elizabeth's Dance Expressions
- Studio 89 Dance Company
- Prizm Company
- Radiant Dance Academy

Fitness, Wellness & Training

- Anytime Fitness
- CrossFit Vokse
- Elite Health & Wellness
- Exhale Yoga & Wellness
- Full Circle Strength
- Key Gym
- Sunday Body
- The Pitt
- Wicked Tough Fitness

Gymnastics & Martial Arts

Gymnastics

- Western Stars Gymnastics
- Acro Stars Gymnastics

Martial Arts

- Williston Taekwondo / Judo Academy
- Williston Martial Arts Center

Notes

This inventory reflects known providers and District offerings at the time of plan amendment and is not intended to be exhaustive. Additional organizations and offerings may exist and should be considered in future updates.

WPRD may utilize this inventory to guide partnership development, program alignment, and long-term planning efforts.

Fund Title	General Fund	WPRD 2026 Budget - Revised
Org Title	(Multiple Items)	

Type	Account	Account Title	\$ Amount
Revenue	310103	Interest Revenue	\$ 65,000
	310104	Sales Tax Revenue	\$ 11,500,000
	310105	State Aid / Revenue Sharing	\$ 320,500
	310114	Mineral Rights Revenue	\$ 200,000
	310122	Donations & Fundraising Support	\$ 7,000
	311100	Facility Rental Revenue	\$ 628,000
	311120	Equipment Rental Revenue	\$ 118,500
	312100	Sponsorships & Advertising Revenue	\$ 22,000
	315400	Program Revenue	\$ 1,690,800
	320200	Membership Revenue	\$ 1,120,000
	320800	Merchandise & Concessions Sales	\$ 221,000
Total Revenue			\$ 15,892,800
Expense	410000	Wages	\$ 4,870,500
	411000	Payroll Taxes	\$ 230,000
	412000	Employee Benefits	\$ 956,500
	420000	Supplies Expense	\$ 953,700
	430000	Contracted Services	\$ 547,000
	430300	Memberships, Dues & Subscriptions	\$ 71,000
	430400	Training, Travel & Professional Development	\$ 50,000
	440000	Insurance	\$ 152,000
	440100	Utilities Expense	\$ 833,500
	440200	Maintenance & Repairs	\$ 691,000
	450000	Bank & Merchant Fees	\$ 108,000
	450100	Marketing, Advertising & Public Relations	\$ 81,000
	450300	Hospitality & Employee Engagement	\$ 25,500
	450400	Miscellaneous Expense	\$ 3,200
	450500	Taxes & Assessments	\$ 50,000
	450550	Contributions & Donations Expense	\$ 44,000
Total Expense			\$ 9,666,900
Net			\$ 6,225,900

Fund Title	General Fund
-------------------	---------------------

WPRD 2026 Budget by Department - Revised			
	Revenue	Expense	Net
Administrative	\$ 12,516,500	\$ 4,887,200	\$ 7,629,300
Marketing	\$ 17,000	\$ 126,000	\$ (109,000)
Parks	\$ 57,000	\$ 420,500	\$ (363,500)
Athletic Fields	\$ 25,000	\$ 178,000	\$ (153,000)
Youth Recreation	\$ 224,500	\$ 170,500	\$ 54,000
Adult Recreation	\$ 75,000	\$ 68,200	\$ 6,800
Fitness	\$ 85,500	\$ 307,500	\$ (222,000)
Aquatics	\$ 89,500	\$ 860,500	\$ (771,000)
Childcare Programs	\$ 529,000	\$ 636,500	\$ (107,500)
Special Events	\$ 38,300	\$ 39,000	\$ (700)
ARC	\$ 1,542,500	\$ 1,251,000	\$ 291,500
RFCC	\$ 90,500	\$ 171,000	\$ (80,500)
Golf Course	\$ 362,500	\$ 210,000	\$ 152,500
Water World	\$ 240,000	\$ 341,000	\$ (101,000)
Grand Total	\$ 15,892,800	\$ 9,666,900	\$ 6,225,900

Appendix A – Board Action Form: Procurement Method and Evaluation Committee

Project / Purchase Title: Municipal Golf Course Renovation – Vertical Structures

Department / Program: Golf

Estimated Budget / Not-to-Exceed: \$9M

Funding Source(s): 2025 Series Bond Indenture

Proposed Solicitation Type (check one):

X	CMAR (Public Improvement – NDCC 48-01.2)
---	--

Narrative Summary (what is being procured, why this method is appropriate, key risks/coordination needs):

We are procuring CMAR Services to construct the Vertical structures associated with the renovation of the Municipal Golf Course.

Key Deliverables / Milestones (if applicable):

We are seeking Board approval of the CMAR Interview committee to move forward with the NDCC specified procurement process mandates.

Proposed Evaluation / Interview Committee (list names and roles):

Name	Organization	Role/Title	Voting (Y/N)
Joe Barsh	WPRD	Director	Y
Zach Nelson	WPRD	Course Superintendent	Y
David Juma	City of Williston	Licensed Engineer	Y
Kevin Norby	Norby Golf Design	Architect	Y

Kevin Markhardt	Duininck Golf – CMAR Horizontal Construction	Licensed Contractor	Y
Jon Westphal	WPRD	Clubhouse Manager	Y
Todd Stone	Stone Group Architects	Prime Architect- Vertical Construction	Y
Emily O’Rear	WPRD	Marketing & PR	N

NDCC Alignment (check all that apply):

<input type="checkbox"/>	Professional Services procurement follows NDCC Chapter 54-44.7 (QBS).
X	Public Improvement procurement follows NDCC Title 48, Chapter 48-01.2 (including advertising/bidding requirements).
<input type="checkbox"/>	Other NDCC references or requirements (describe): _____.

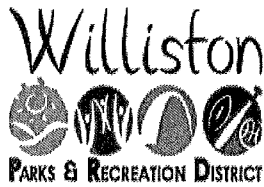
Requested Board Action:

Approve the proposed procurement method and evaluation/interview committee as presented.

Prepared by: _____ Date: _____

Reviewed by (Finance/Administration): _____ Date: _____

Board Action Date: _____



Job Title: Accounts Payable/Receivable Specialist

Department: Williston Parks & Recreation

Status: Exempt

Benefits: Standard District Benefits are provided

Starting Salary Range: \$50,000

- Adjustments are determined annually by the Executive Director of Parks and Recreation

Supervisor: Finance Director

ESSENTIAL JOB DUTIES

- Processes and maintains accounts payable and accounts receivable transactions
- Ensures accuracy, timeliness, and completeness of financial records and payments
- Supports daily cash handling, deposits, and receipting functions
- Maintains organized and accurate financial documentation and records
- Provides customer service to staff and the public regarding billing and payment inquiries
- Ensures compliance with District policies, procedures, and internal controls

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

JOB DUTIES/TASKS

- Process and post payments including cash, checks, and credit card transactions
- Prepare and balance daily cash receipts and deposits
- Review, verify, and process invoices for payment in a timely manner
- Match invoices with supporting documentation and resolve discrepancies
- Maintain vendor files, including W9 documentation
- Monitor accounts receivable balances and follow up on outstanding accounts
- Communicate with staff, vendors, and the public regarding billing, payments, and account inquiries
- Record financial transactions in the accounting system and maintain supporting documentation
- Assist with account reconciliations and ensure accuracy of financial records
- Support audit preparation by organizing and providing requested documentation
- Coordinate with departments to obtain information and resolve discrepancies
- Adheres to established internal controls and maintains proper separation of duties in financial processes
- Maintain confidentiality of financial information
- Perform other related duties as assigned

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of basic accounting principles and practices, including accounts payable and accounts receivable processes
- Knowledge of standard office procedures and financial recordkeeping practices
- Knowledge of accounting systems, financial software, and Microsoft Office applications, particularly Excel
- Knowledge of cash handling procedures and internal controls
- Knowledge of applicable policies, procedures, and regulations related to financial transactions
- Ability to accurately process financial transactions and maintain detailed records
- Ability to analyze and resolve discrepancies in financial data
- Ability to manage multiple tasks, prioritize effectively, and meet deadlines

- Ability to maintain confidentiality and handle sensitive financial information
- Strong organizational and attention-to-detail skills
- Strong written and verbal communication skills
- Ability to provide effective customer service to staff, vendors, and the public
- Ability to work independently while following established procedures
- Ability to collaborate with staff across departments

SUPERVISORY RESPONSIBILITIES

- None
- May provide assistance or guidance to staff regarding accounts payable and receivable processes as needed

GUIDELINES

- Guidelines include Park District Policies and Procedures, GAAP, GASB, IRS regulations, and applicable state and local rules. These guidelines are generally clear and specific but may require interpretation in application.

WORKING CONDITIONS

- Office environment with computer and printer use.
- Fast paced environment with multiple programs and facilities operating year-round.
- Work with co-workers, insurance representatives, auditors, elected officials, family members of employees, vendors, federal and state tax personnel, local bank officials, and the public.
- Position may require some evening, weekend, or holiday work.

MINIMUM QUALIFICATIONS

- Associate's degree in accounting, finance, business administration, or a related field preferred
- One (1) to three (3) years of experience in accounts payable, accounts receivable, bookkeeping, or related financial work
- Experience with accounting or financial management software preferred
- Proficient use of a computer for data entry, word processing, and electronic communication
- Ability to manage multiple tasks and meet deadlines
- Ability to effectively communicate verbally and in writing
- Ability to maintain confidentiality of financial and personal information
- Ability to work independently while following established procedures
- Ability to work occasional evenings or weekends as needed
- Ability to lift a minimum of 30 pounds or heavier with assistance
- Possession of or ability to obtain a valid North Dakota driver's license

MATRIX

FITNESS EQUIPMENT PROPOSAL



PREPARED EXCLUSIVELY FOR

The WARC
Rhonda Ludlum
March 01, 2026

PREPARED BY

Matrix Fitness
Brian Knaup
1600 Landmark Dr
Cottage Grove, WI 53527
Brian.Knaup@matrixfitness.com



QUOTE

QUOTE

MATRIX

Date: 03/01/2026
 Quote #: QUO-01620-S7L0P5
 Expires On: 03/31/2026

Primary Sales Contact
 Brian Knaup
 P: (651) 295-5601
 Brian.Knaup@matrixfitness.com

Alternate Sales Contact
 Becky Cowell
 P: (608) 839-1199
 becky.cowell@johnsonfit.com

Bill To:
 The WARC
 Rhonda Ludlum
 822 18th St E
 Williston, ND 58801
 US
 701-774-9773 ext 275
 rhonda@wprd.us

Ship To:
 The WARC
 822 18th St E
 Williston, ND 58801
 US

Comments:

- 2 of 18 treads will be Performance PLUS (slat-belt) - \$31K Matrix Partnership Discount - Free Freight/Delivery/Install (\$22,054.96 Discount) - \$44,800 Trade-In Discount (applied to new purchase) - Matte Black frames

Shipping Notes:

- Strength Frame Color:*N/A - Pad Color:*None - Cardio Frame Color: *Matte Black

Qty	Model Number	Description (Sell sheet hyperlinks in Blue)	List Price	Net Unit Price	Ext. Price
16	T-PS-TouchXL-02	Matrix Perf. TouchXL Treadmill Blk Matte	\$365,200.00	\$8,565.00	\$137,040.00
2	T-PP-02-TouchXL-02	Matrix Perf. Plus TouchXL Treadmill Black Matte	\$52,250.00	\$11,020.00	\$22,040.00
9	A-PS-Touch-02	Matrix Perf. Touch Ascent Blk Matte	\$189,315.00	\$8,295.00	\$74,655.00
3	E-PS-Touch-02	Matrix Perf. Touch Elliptical Blk Matte	\$52,770.00	\$6,930.00	\$20,790.00
8	C-PS-Touch-02	Matrix Perf. Touch Climbmill Blk Matte	\$172,520.00	\$8,500.00	\$68,000.00
5	R-PS-Touch-02	Matrix Perf. Touch Recumbent Blk Matte	\$71,475.00	\$5,635.00	\$28,175.00
3	U-PS-02-Touch-02	Matrix Performance Touch Upright Cycle Black Matte	\$39,840.00	\$5,240.00	\$15,720.00
1	-	Matrix Community 360 PRO 2YR First Facility	\$9,285.00	\$0.00	\$0.00
46	MC3R-98XK	MYE Wireless Audio receiver programmed	\$10,580.00	\$0.00	\$0.00
46	FACILITY 360 TOUCH	Ecofit Facility 360 License Touch	\$1,610.00	\$0.00	\$0.00
6	ROWER-02	Matrix Rower	\$16,320.00	\$1,480.00	\$8,880.00
3	CXM-04	Matrix Indoor Cycle CXM	\$10,845.00	\$1,765.00	\$5,295.00
1	UBCM	MX Upper Body Cycle w/UBCM - BM	\$6,040.00	\$2,835.00	\$2,835.00

List Price Total	\$998,050.00	Equipment Sales Price	\$383,430.00
Customer Savings	\$614,620.00	FRT/ASM/DEL	\$22,054.96

Discount

Freight
 Discount \$22054.96
 Used Equipment Trade in
 Discount \$44800
 Matrix Partnership

Sign Below to accept this order and acknowledge receipt and acceptance of the JHTNA Terms and Conditions of the sale, and the JHTNA Electrical (treadmill only) & cabling (entertainment only) requirements and the JHTNA Strategic Partner Warranty

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES - FREIGHT QUOTES ARE SUBJECT TO CHANGE BASED ON INFORMATION CONTAINED IN THE SITE SURVEY - ADDITIONAL CHARGES MAY APPLY

Payments must be made payable to:
Johnson Health Tech North America Inc

USPS only

**Johnson Health Tech NA Inc
PO Box 88931
Milwaukee, WI 53288-8931**

Courier Services – UPS, FedEx, etc

**Johnson Health Tech North America Inc -
010931**

**4900 W Brown Deer Rd
Milwaukee, WI 53223**

Quote #:

QUO-01620-S7L0P5

Quote Amount:

\$307,630.00

Payment Terms:

Lease, Net 30

Signature: _____

Print Name: _____

Facility Name: _____

Date of Acceptance: _____

Deposit Amount: _____

NOTWITHSTANDING ANY DIFFERENT OR ADDITIONAL TERMS THAT MAY BE CONTAINED IN PURCHASER'S PURCHASE ORDER, IF ANY, THIS ACCEPTANCE OF PURCHASER'S ORDER IS EXPRESSLY CONDITIONED UPON PURCHASER'S ASSENT TO THE TERMS AND CONDITIONS SET FORTH HEREIN AND TO THE ATTACHED TERMS AND CONDITIONS (COLLECTIVELY, THE "AGREEMENT"). IN THE EVENT THAT ANY OF THE TERMS OR CONDITIONS SET FORTH IN THE AGREEMENT CONFLICT OR ARE INCONSISTENT WITH ANY OF THE TERMS OR CONDITIONS CONTAINED IN PURCHASER'S PURCHASE ORDER, THEN PURCHASER EXPRESSLY ACKNOWLEDGES AND AGREES THAT THE TERMS AND CONDITIONS SET FORTH IN THE AGREEMENT SHALL SUPERSEDE AND CONTROL THIS TRANSACTION