

**Williston Park Board - Regular Meeting**  
**January 20<sup>th</sup>, 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 12/16/2025
- III. Approval of Bills
- IV. Approval of Financial Statements
  - a. Financial Summary
- V. Executive Director/Staff Reports/ Capital Project updates
  - a. Williston Ice/Turf
  - b. Muni Expansion
  - c. RFCC Renovation / ARC Projects
  - d. SLP Overlook paving
  - e. Western Star Fastpitch Complex
- VI. Old Business
  - a. Potential Parkland Acquisition discussion
    - i. Parcel: 01-269-00-00-31-220
    - ii. Parcel: 01-269-00-00-31-210
- VII. New Business
  - a. Comprehensive Revenue Policy
  - b. WPRD Sick Leave Policy
- VIII. Correspondence
  - a. Citizens to be heard.
  - b. Written
- IX. Adjourn

Next Park Board Regular Meeting **Tuesday February 17<sup>th</sup>, 2026 @ 5:30pm** in the **Jordy Larvick Board Room at the Williston Area Recreation Center (822 18<sup>th</sup> 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.**

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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: 12.16.25

**WILLISTON PARKS & RECREATION DISTRICT**

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**December 16, 2025 | 5:30 PM**

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

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**I. CALL TO ORDER**

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

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**II. ROLL CALL**

**Present:**

Liffrig, Jangula, Heller, Linghor, Roness

**Absent:**

None

**Also Present:**

Joe Barsh, Rhonda Ludlum, Casey Coles, Jim Cote, Kirk Erdman, Zach Nelson, Miranda Ibbings, Kate Cote, Kazuma Kaneko, Mike Christen

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**III. ADDITIONS AND DELETIONS TO THE AGENDA**

None.

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**IV. APPROVAL OF MINUTES**

**Motion** by Jangula, **Seconded** by Liffrig, to approve the minutes of the previous meeting as received.

**Motion Carried.**

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**V. APPROVAL OF BILLS**

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

Draft: 12.16.25

**Roll Call Vote:**

AYE: Liffbrig, Jangula, Heller, Roness, Linghor

NAY: None

ABSENT: None

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**VI. APPROVAL OF FINANCIAL STATEMENTS**

**Motion** by Jangula, **Seconded** by Roness, to approve the Park District financial statements.

**Roll Call Vote:**

AYE: Liffbrig, Jangula, Heller, Linghor, Roness

NAY: None

ABSENT: None

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**VII. FINANCIAL REPORT – NOVEMBER 2025**

**Revenue & Expenses:**

- Revenue: \$414,707.80
- Expenses: \$701,917.04

**Sales Tax:**

- 1% Sales Tax (November): \$1,179,843.54
- Current average monthly sales tax: \$1,007,983.92
- 2025 budgeted monthly projection: \$895,833.34
- Total projected 2025 sales tax receipts: \$10,750,000.00

**Cash Fund Balances (End of November):**

- WPRD General Fund: \$3,051,857.62
- Capital Funds: \$1,007,736.01

**Certificates of Deposit:**

- American State Bank (ASB)

Draft: 12.16.25

**Notes:**

There was confusion on the U.S. Bank side per the 2025 Bond Indenture regarding wording within the indenture that outlines the actions required to process fund transfers. As a result, WPRD did not receive November sales tax revenue. Shockley and U.S. Bank are working to remedy the issue, and it is expected that both November and December sales tax revenues will be received in December.

		Oct Interest	Nov Interest	Total
Deposit Amount		\$ 851.74	\$ 786.25	\$ 1,007,736.01
Parks	20%	\$ 170.35	\$ 157.25	\$ 201,547.20
Golf Course	7.5%	\$ 63.88	\$ 58.97	\$ 75,580.20
Athletic Fields	7.5%	\$ 63.88	\$ 58.97	\$ 75,580.20
Facilities	20%	\$ 170.35	\$ 157.25	\$ 201,547.20
Rainy Day	25%	\$ 212.94	\$ 196.56	\$ 251,934.00
Capital Purchase	20%	\$ 170.35	\$ 157.25	\$ 201,547.20

CD Name	Balance	Maturity Date	Rate
WPRD #1	\$350,202.42	1/24/2026	3.85%
WPRD #2	\$350,001.38	2/27/2026	3.65%
WPRD #3	\$350,282.85	11/27/2025	4.25%
WPRD #4	\$345,336.96	12/25/2025	4.25%
Total CD Reserves	\$1,395,823.61		

Month	Available to WPRD WPRD Cash fund Balance + CDs
January	\$ 4,828,614.70
February	\$ 5,103,147.78
March	\$ 5,089,043.41
April	\$ 5,140,454.85
May	\$ 4,994,712.89
June	\$ 4,865,048.06
July	\$ 4,617,882.95
August	\$ 4,677,184.82
September	\$ 4,665,247.38
October	\$ 5,454,630.99
November	\$ 5,156,375.41

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## VIII. COMPASS CAPITAL UPDATE

- A comprehensive report will be presented next month.
- Approximately 99.85% of available project funds have been invested.
- Remaining funds in the money market total approximately \$94,000 (0.15%) to maintain liquidity.

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## IX. NEW BUSINESS

### A. 2026 Park Board Meeting Schedule

Regular meetings will continue to be held on the third Tuesday of each month at 5:30 PM.

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### B. Executive Director Performance Review

Each commissioner submitted a review of the Executive Director. The reviews were compiled into a single report, and the Park Board President presented the evaluation to the Director. The Board noted the Director's strong performance, including progress on multiple projects and the successful sales tax vote. The board approved a Merit and COLA increase at 3% respectively in consideration of 2025 Job performance.

**Motion** by Liffrig, **Seconded** by Jangula, to approve the Executive Director's cost-of-living and merit raise.

#### **Roll Call Vote:**

AYE: Liffrig, Jangula, Heller, Linghor, Roness

NAY: None

ABSENT: None

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### C. CMAR Firm Selection – Municipal Golf Course Renovation

Finalist Firms:

- Duininck Golf
- Heritage Links
- Mid-America Golf

Draft: 12.16.25

**Motion** by Roness, **Seconded** by Linghor, to approve Duininck Golf as the Construction Manager at Risk (CMAR) for the Municipal Golf Course Renovation Project.

**Roll Call Vote:**

AYE: Liffrig, Jangula, Heller, Linghor, Roness

NAY: None

ABSENT: None

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**D. 2026 WPRD Final Budget**

Due to the recent change in Finance Director leadership, discussion and approval of the final 2026 budget will be tabled until January 2026.

**Motion** by Liffrig, **Seconded** by Jangula, to table approval of the final 2026 budget until January 2026.

**Roll Call Vote:**

AYE: Liffrig, Jangula, Heller, Linghor, Roness

NAY: None

ABSENT: None

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**E. Annual Comprehensive Policy Review and Updates**

The Board reviewed and discussed updates to the following policies:

- Consultants and Contract Employees Policies and Procedures
- Volunteer and Management Guide
- Risk Management Policy
- Electronic Communications Policy
- Volunteer Service Leave Policy (16 hours per fiscal year with manager approval)
- Development of Park and Recreation Land and Facilities Policy
- Environmental Sustainability Policy and Program
- Destruction of Records Policy
- ADA Transition Plan
- Fiscal Policy

Draft: 12.16.25

**Motion** by Roness, **Seconded** by Jangula, to approve the annual comprehensive policy reviews and updates.

**Roll Call Vote:**

AYE: Liffrig, Jangula, Heller, Linghor, Roness

NAY: None

ABSENT: None

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**X. CORRESPONDENCE / PUBLIC COMMENT**

No correspondence or citizens were present to be heard.

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**XI. ADJOURNMENT**

**Motion** by Liffrig, **Seconded** by Roness, to adjourn the meeting.

**Motion Carried.**

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**ATTEST:**

Rhonda Ludlum

Fitness and Wellness Manager

## **Executive Summary**

### **December 2025 Operations Report**

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

December 2025 reflected continued stability, disciplined financial stewardship, and meaningful progress on key capital initiatives across the Williston Parks & Recreation District. Major projects advanced as design development continued for the Ice/Turf Facility, Duinick Golf was selected as CMAR for the Golf Course Renovation, and two conceptual design options for the Western Star Fastpitch Complex neared completion with cost estimates in development to support future phasing and budget decisions. Grant-funded improvements at Spring Lake Park remain on track, with bidding anticipated in Spring 2026.

The District reached a major milestone in its CAPRA accreditation process, completing all self-assessment sections, securing Board approval of required policies, and submitting the self-assessment on January 15. A hybrid on-site review is scheduled for April 6–10, positioning WPRD well for accreditation and continued alignment with national best practices.

Financially, proactive steps were taken to maintain continuity and stability during the Finance Director search. Eide Bailly is providing background financial support and managing the executive search to ensure sustained fiscal oversight and reporting continuity. Compass Capital's management of bond proceeds continues to generate strong returns, with December interest earnings equivalent to approximately \$33 million in taxable sales activity, underscoring the value of disciplined capital investment. Overall, December demonstrated effective operational management, strong financial performance, and continued momentum toward long-term strategic goals as WPRD enters 2026.

## **ADMINISTRATION PORTFOLIO**

### **Grant-Funded Projects**

#### **ND Special Road Fund**

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

### **Capital Projects Update**

#### **Ice/Turf Facility**

- ICON & JeDunn are now working diligently on design development
  - Significant design changes may be presented soon for efficiency and budget reasons
  - All amenities remain
    - 3 sheets of Ice
    - Turf Room
    - Training spaces
    - Meeting spaces
    - Playground
    - Concessions
    - Admin spaces

#### **Golf Course Renovation**

- Duininck Golf has been selected as the CMAR of the project
- We are now working through the review process of the CMAR contract
- Kevin Norby (Architect), Duininck, AE2s (Water Reuse), City now in coordination.

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

- The project team is finalizing renderings for **two concept design options** for the Western Star Fastpitch Complex to support future planning, phasing, and budget discussions.

### **Option 1 – Master Plan Concept**

- Long-term, comprehensive vision for the site
- All three fields renovated and/or reoriented to improve sightlines and overall functionality
- Includes:
  - New batting cages and bullpens
  - Field surface and fencing improvements
  - Upgraded dugouts and bleachers
  - Improved access, sidewalks, and internal circulation
  - Playground, picnic tables, and landscape enhancements
  - Improved site organization and spectator flow

### **Option 2 – Phased / Focused Improvement Concept**

- Full rebuild of **Field 6** as the primary scope
- Fields 7 and 8 renovated within existing footprints
- Select new amenities and upgrades while retaining portions of existing infrastructure to manage scope and cost

## Elements Included in Both Concepts

- Sidewalk and boulevard improvements
- Improved access and connectivity to the parking lot north of Field 6
- Across both options, design efforts continue to prioritize:
  - Circulation and safety
  - Spectator experience
  - Overall site functionality
  - Phasing flexibility and budget considerations
- The project team is preparing **Rough Order of Magnitude (ROM) cost estimates** for both concepts, including add/deduct alternates to support priority-setting and budget alignment.
- Upon completion of renderings and cost estimates, staff anticipates recommending an **in-person working session in Williston** with key stakeholders to review concepts and discuss next steps.

## Pros Consulting — Strategic Growth

- Skill Competency Spreadsheet is now in circulation
  - Staff will complete the spreadsheet individually.
  - All staff will review their submission with their supervisor
- Mike S is planning a second site visit in early 2026

## **Human Resources**

- **Salaried positions**

- 37 authorized; 33 filled.
- 3 open
  - Maintenance Tech
  - Finance Director
  - Marketing Coordinator
- Membership Specialist (Evaluation)
  - We are currently interviewing for this role. This is currently a board approved Full-time position under evaluation. We will not utilize full-time employment until operations require it but will be bringing the position back on a part-time basis for present day operations with plans to expand to Full-time as dictated by operations.

- **2026 salaried positions: 37**

### **CAPRA (Commission for Accreditation of Park and Recreation Agencies)**

- We are in our final stretch with our self-assessment.
- All sections have been completed and in the review stage.
- Policies that need to be approved by the board have been brought up and approved.
- We had our final CAPRA mentor meeting until further notice.
- CAPRA Self-Assessment is due on January 15<sup>th</sup>.
- Hybrid On Site visit has been scheduled for April 6<sup>th</sup>-10<sup>th</sup>. More information will be coming.

- Our CAPRA review team has been selected:
  - CRT Lead: Rodney Tarullo – Glenwood Springs, CO
  - 1<sup>st</sup> CRT Member: Maureen Mccarthy – Oak Park, IL
  - 2<sup>nd</sup> CRT Member: Jason Lang – East Goshen Township, West Chester, PA
- Going through this process has helped us fill in the gaps that were identified and helped us operate to industry standards and beyond.
- Would love to have a couple Board Members available during the site visit to talk about the great things coming for WPRD.

## **Foundation**

- All meeting dates for 2026 were set
  - Feb 18<sup>th</sup>
  - May 20<sup>th</sup>
  - Aug 19<sup>th</sup>
  - Nov 18<sup>th</sup> (This will be a regular and the annual meeting)
- The WPRD Foundation is positioned for a significant evolution in its operations. In light of WPRD's funding renewal and upcoming capital project plans, the Foundation will serve as a central hub for capital fundraising, naming rights, and corporate sponsorships, scholarships, matching grants, etc.
- The goal is for the Foundation to grow into a dynamic organization that meaningfully supplements WPRD programs, facilities, and capital campaigns allowing WPRD to focus on cost control and inclusion strategies, rather than facility maintenance and operations.
- The primary driver of this evolution is the establishment of an endowment fund. The current focus is on fundraising to build a \$1.5–\$2.0 million endowment, which would sustainably support the salary of a Foundation Executive Director and provide long-term capacity to lead fundraising, partnerships, and strategic initiatives.

- WPRD has received a transformative \$1,040,000 donation from Lois Scheele to begin establishing this endowment fund. This represents the largest single donation in WPRD history and provides a strong foundation for long-term success.
  - Due to this donation and current By-laws – the Foundation board will now need to meet monthly beginning January 2026.
- These funds have been placed in a six-month Certificate of Deposit (CD) to ensure responsible stewardship while Foundation operations, governance, and long-term investment strategies are finalized.
- Rhonda Ludlum has been identified as the staff member who will transition into the Foundation Director role. Joe and Rhonda are now meeting weekly and actively collaborating with peer park districts in Fargo and Grand Forks to streamline Foundation operations, align best practices, and build a sustainable operational framework moving forward.

## **MARKETING & PUBLIC RELATIONS PORTFOLIO**

### **Marketing**

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

- Facebook
  - WPRD (main page): 13,602 followers
  - WPRD Aquatics: 722 followers
  - Williston Water World: 6,157 followers
  - WPRD Child Sitting Clubhouse: 586 followers
  - WPRD WMGC: 612 followers
  - ARC Fitness: 1,399 followers

- Instagram: 2,052 followers
- LinkedIn: 165 followers
- ARC Google Reviews: 4.5 out of 5.0 (731 reviews)
  - We received 5 five-star reviews in December!

### **Website:**

- Statistics (December 1-31, 2025): 202,631 webpage views
  - There were **978** fewer views, which is consistent with expectations due to the holidays.
- Newsletters: Two newsletters were sent with an average read rate of 45%.
  - Subscribers: 2,179

### **Advertising:**

- Pamphlets: The Winter WPRD Events & Programs pamphlets are finalized and have been distributed to local schools, highlighting all programs running from January through April 2026. They are now available and in use.
- WPRD Magazine: The new magazine is complete and now available at the ARC and on our website, with wider distribution coming soon!
- WPRD Events & Programs: All advertising for early 2026 has been created and successfully released.
- WPRD TV Advertising: The advertising has taken on a fresh new look, and all campaigns have been streamlined across platforms to create stronger brand recognition.
- WPRD Newsletter: This tool on our website is gaining popularity, with more people turning to it to see upcoming events! Followers on our mailing list continue to grow as a result.

## **Public Relations**

- **Weather Protocol:** Created a public document outlining guidelines for canceling events and programs due to various weather conditions. This resource will assist management with weather-related decisions and will be available on our website soon.
- **Archies Holiday Lights:** The winner was announced on January 5, and participation nearly doubled this year. We have been contacted about collaborating to make next year even better!

## **Childcare Programs Portfolio**

### **Campus Club**

Campus Club programs resumed smoothly following the holiday break, with daily operations continuing consistently throughout the month. Enrollment, attendance, and staffing levels have remained steady as routines and programming have returned to normal.

A highlight of the month was the Campus Club staff holiday party held in January. This event provided an opportunity to recognize and thank our staff for their hard work and dedication. With Campus Club spread across seven schools, many staff members do not have regular opportunities to see or connect with one another. The gathering was a fun and relaxed way to bring staff together, strengthen relationships, boost morale, and reinforce a sense of team across sites.

Now that we are into the new year, planning for summer programming has officially begun. This month, we will begin actively promoting and pushing advertisements for summer staff for both Campus Club and Kids Camp. Historically, both programs benefit from a strong number of returning staff each summer, which provides stability and experience, early recruitment efforts will help ensure that we are fully staff and prepared for the upcoming summer season!

Overall, January has been focused on maintaining strong operations, supporting staff, and beginning preparations for upcoming program needs.

### **CHILDSITTING PORTFOLIO**

December is always a slower month in the clubhouse. Even with all the holidays and closures this month, there were still 23 new children who tried out the Clubhouse. Our calendar was full of Christmas/holiday themed crafts this month including photo elf craft, magnet tiles, playdough, and decorating their own gingerbread houses. The theme for December's party was Gingerbread Wonderland. Kids painted their own Christmas ornament, had a play snowball fight, colored gingerbread men, and got to take home a Christmas lollipop and snowman squishy stress ball.

The December special was \$3: 90-minute day passes all Christmas break from December 22-January 3. Numbers were still good and stayed consistent even in the slower months. We are excited about another great year at the Clubhouse!

Child Sitting Visits for the Past Three Years:

December 2023: 757

December 2024: 1021

December 2025: 1,037

## **PARKS PORTFOLIO**

### **Operations**

- Full Winter operations are in effect
- Outdoor Rinks are now open
- Holiday Lights now over – crew has begun taking down displays
  - Warm weather resulted in more rain and less snow this year causing many of the cords to freeze.
- Nonstop work on ice-rinks due to weather
  - Thanks to Wisco for hauling water into the Rickard Rink!
- Parks staff have been assisting at ARC while new maintenance staff transition in.
- Routing/seasonal equipment maintenance in the shop as time allows.

### **Athletic Facilities Operations**

- Outdoor fields are closed for season. RFCC ice is operational; Zac will oversee maintenance and assist Parks & Building Maintenance as needed.
- Zamboni has had some mechanical issues
- Have a few minor painting projects planned for Raymond and will be helping at the arc as needed.

### **Golf Course**

- Golf Course is closed and Winterized.
- Tentative plans to use County's Trail Groomer to create Cross-Country Skiing paths throughout the course next significant snowfall.
- Working directly with Duininck and Kevin Norby on New Course.

## **FACILITIES PORTFOLIO**

- A facility schedule is attached to the end of the Park Board packet

### **Guest Services:**

- Guest Service donated food collected during the month of December as part of their Holiday Giveback Project 'Santa's Nice List' to the WBSD7

Food Pantry on Jan. 2nd. Also collected \$161.00 to be donated to the WBSD7 school lunch fund. We will also be submitting a request to the WPRD Foundation for a donation of \$339.00 to be able to donate an even \$500.00 to the school lunch fund.

- Entering our busiest season at the ARC and held a Guest Service staff meeting to review expectations from staff.
- Applications for the Membership Specialist position have been coming in, and interviews are scheduled for the week of Jan. 12th.
- Guest Service internally begins to prep with other departments for the first full season of Williston Water World. Looking to add a few Leads to this facility to ease operational stress as the Lead position is proving to be a great addition to the Guest Service Department.
- User Groups
  - Started pre-season WHS Baseball and Fast Pitch Softball practices on turf.
  - Williston United Football Club has all practices at the ARC this season using both the turf room and gym courts. It seems to be working well having everything at one facility.
  - WHS Football using full turf room Sunday evenings for off season practices.
- Reservations
  - Waiting on Raymond Center construction timeline to update all 2026 reservations. Receiving multiple calls for Raymond Center reservations into Fall 2026.
  - Working on more reservation spaces available for the community to reserve online. Started adding more to our online Webtrac but have not opened up to the community yet. Had one call to start the process of adding an app for reservations and program sign up.

- Keel Boat reservations are paused for February – April 2026. We will work with the Spring Lake Park Nature Center for any Fall reservations.
- Facilities
  - Ordered four pickleball nets with wheels. This will be a great addition to our indoor courts and youth pickleball program.
  - Meeting room partition replacement tentatively scheduled for the end of January.
- Maintenance/Janitorial:
  - James started in his new Maintenance Lead position on January 5<sup>th</sup>.
  - Zack Nelson has been helping James complete many small tasks that needed to be addressed in the facility.
  - In the process of ordering LED fixtures for the gym and waterpark/pool areas. Expected delivery by end of February and install planned for March.
  - Received a quote to resurface gym, racquetball, and fitness room floors.
  - Reviewing janitorial staffing model and tasks completed for each shift.
  - Met with all vendors for janitorial supplies and equipment maintenance to introduce new staff and review all current business.
- RFCC Operations & Events
  - Hockey, volleyball, and wrestling continue as usual
- Arena
  - Open skate is held every Monday, Tuesday, and Sunday.
  - Open skate was much busier during Christmas break
    - Blue Cross has sponsored skates on Tuesday nights, so they are free for the community all year

- Club hockey and the high school continue to practice Monday-Friday
  - Club games are held on Saturdays and some Friday evenings
  - Learn to skate ended their first session in December and have started their second session in January
  - OKA figure skating practices on Sundays, Tuesdays, Wednesdays, and Thursdays
- Courts
    - A vendor show was hosted upstairs on December 6<sup>th</sup>
    - The Williston Police Department had their snowball fight event upstairs on December 12<sup>th</sup>
    - Ballin in the basin took place on the weekend of December 13<sup>th</sup> and 14<sup>th</sup>
    - A second vendor show was held upstairs on December 20<sup>th</sup>

### **November safety topic**

- “Emergency Action Plan review”
- no near misses in December

## **AQUATICS PORTFOLIO**

### **Operations & Programs**

- Lessons: The lessons from December 2<sup>nd</sup> -12<sup>th</sup> went well. Reduced morning and evening lessons will continue.
  - 57 kids participated in lessons.

- Private Lessons: These continue to be popular, and while there is still a waitlist, they have significantly decreased thanks to summer improvements.
  - Over 150 participants remain on the waitlist.
- Angelfish Program: This program will restart in March after spring break.
- Fitness
  - Aquacise classes have seen significant growth this month, averaging 10-15 participants per class.
    - Monday/Friday 9am class has changed to Aqua beats class started July 28<sup>th</sup>
  - River Walking:
    - Most updated times are on the website
    - Scheduled for 8-11 AM on Saturdays, with an added lap swim during this time.
  - SwimFit:
    - The next session starts on January 6<sup>th</sup>
    - Adult class offerings are at 6 AM on Tuesdays and Thursdays with drop-in rates available.
    - Youth SwimFit will also begin with a two-day class running on Tuesdays and Thursdays from 6:30 PM to 7:15 PM.
- Special Events:
  - Swim with Santa December 18th
    - Did a new swim the first half and pictures with Santa for the second half. The people seemed to really enjoy it.
  - Sparkle the Elf returned to aquatics and was a big with young and old searching.
- User Groups:
  - Sealions
    - The short course swim meet December 13/14<sup>th</sup>

- Upcoming meet January 23-25<sup>th</sup>
  - High School:
    - First Boys home meet occurred on January 10th.
    - Next Meet February 14th
- Lifeguard Training:
  - We have been conducting drills to enhance guards' skills in monitoring the entire pool and keep their abilities sharp.
  - Monthly in-services are scheduled to ensure all staff stays current.
- Public CPR Training:
  - The next course is scheduled for January 16
- Pool Maintenance:
  - Hot tub maintenance has been conducted on the following dates:
    - January 12<sup>th</sup>
    - February 9<sup>th</sup>
- The diving boards remain Closed for high school use.

## Recreation Portfolio – Winter Programming 2026

### Adaptive Programs

#### Wonders Adaptive Bowlings

- **Dates:** Jan 5 – Mar 9
- **Fee:** Free
- **Current Registration:** 48
- **2024 Registration:** 25
- **2023 Registration:** 15
- **Special Note:** Wonders Bowling is certainly the most attended Wonders program! The Wonders love to be able to participate within their friend groups or with their families at each line. We have a few Wonders that drive to Williston from surrounding areas to join!
- **Other Updates:**
  - Wonders are doing a Cash Calendar for a new fundraiser. Tickets will be sold until end of February. There will be a winner every day in March!

### In-House Programs

#### Youth Tennis

- **Dates:** Jan 10 – Feb 14
- **Fee:** \$35
- **Current Registration Numbers:** 61
- **2025 Registration Numbers:** 26
- **2024 Registration Numbers:** 64
- **Special Note or Highlight:** There was a significant increase in participation for this year's Winter Tennis program, largely because we

could market earlier than last years. We've been facing challenges in securing a consistent tennis coach for our recreational program.

### **Youth Pickleball**

- **Dates:** Jan 7 – Feb 25
- **Fee:** \$31
- **Current Registration Numbers:** 45
- **2025 Registration Numbers:** 24
- **2024 Registration Numbers:** N/A
- **Special Note or Highlight:** Pickleball is taking off each season! There has been a peak of interest in this sport globally, and it is increasing here in Williston, both at the youth and adult level.

### **Youth Cheer**

- **Dates:** Jan 6 – Feb 12
- **Fee:** \$46
- **Current Registration Numbers:** 50
- **2025 Registration Numbers:** 46
- **2024 Registration Numbers:** 67
- **Special Note or Highlight:** Cheer is back in action! Cheerleaders K-6 will be preparing to soon start cheering at the boys rec basketball games!

### **Youth Boys Basketball**

- **Dates:** Jan 6 – Feb 26
- **Fee:** \$41.50
- **Current Registration Numbers:** 96
- **2025 Registration Numbers:** 116

- **2024 Registration Numbers:** 119
- **Special Note or Highlight:** There is currently a slight decrease in participation for this year's program. We've had kids continue to enroll or try too late, which is a good sign. Lost a few kids due to age brackets expiring and travel teams.

### **Learn To Skate**

- **Dates:** Jan 10 – Feb 14
- **Fee:** \$45.50
- **Current Registration Numbers:** 109
- **2025 Registration Numbers:** 125
- **2024 Registration Numbers:** 125
- **Special Note or Highlight:** This weekend was the first learn to skate of the winter session. It went well, there were some kids that didn't get signed up for the right level, but with some shuffling we will be on the right track.

### **3-4YO Sports Sampler**

- **Dates:** Jan 5 – Jan 21
- **Fee:** \$32.00
- **Current Registration Numbers:** 10
- **2025 Registration Numbers:** N/A
- **2024 Registration Numbers:** N/A
- **Special Note or Highlight:** This is the first time that we did the sampler class at this young an age, and I think it's the right age group for ampler. These kids do a good job with both learning and playing for their age level.

## **Adult Programs**

### **Adult Men's Basketball**

**Dates:** Oct 1 – Feb 10

**Fee:** \$1097

**Current Registration Numbers:** 9

**2024 Registration Numbers:** 7

**2023 Registration Numbers:** 8

**Special Note or Highlight:** Men's League Basketball started back up after Christmas, and we have 3 more weeks of the regular season left before playoffs.

### **Adult Volleyball**

- **Dates:** Dec 1 – Feb 5
- **Fee:** \$261
- **Current Registration:** 27
- **2024 Registration:** 24
- **2023 Registration:** 21

**Special Note or Highlight:** Adult Winter Volleyball is now back at the ARC courts which teams are loving! They prefer the ARC atmosphere more her versus the Bakken Elementary gym.

## **Travel Sports Programs**

### **WBBC**

- WBBC will be hosting their concessions for a fundraiser for the Winter-Spring Ballin' In The Basin tournament.

### **Chaos Volleyball**

#### Winter Season

- Dates: October-March
- Fee: \$400 For Regional Team \$2000 For National Team
- Current 2026 Registration: 98 for Winter
- 2025 Winter Registration: 84
- 2024: No winter season
- Chaos meetings have started. We have plans to revamp a lot of our processes to help things run much smoother. A cheat sheet for myself and the board to make sure things are done in a timely matter. We are working on setting the tournament schedule for both seasons along with opening registration for both winter and spring to try get a better idea of how many girls we will have. Chaos is also trying for a Nationals team at each age level. Registration has opened and tryout dates are set. Chaos will be having a 12u National team. Coaches are all picked and practice starts this week. Schedules are finalized. Tournaments start January 10th Weekend. Our 12u National Team will be Attending the Colorado Crossroads tournament January 22-25th.
- 12u will have 3 teams
- 14u will have 4 teams
- 16u will have 1 team
- 18u will have 1 team
- We will be hosting home tournaments on February 20-22 and hopefully March 20-22

## **Baseball**

- We are currently seeking coaches for the Legion program. A public post has been made for two Keybird Assistant positions, a Head Coach for the Oilers, and an Oilers Assistant Coach. Once applications begin to come in, Trever, Larry, and I will conduct interviews. We have done an interview for a birds assistant. We are hoping to get the Bottineau college head coach down here to be the Oilers coach.
- The Keybirds schedule is nearly complete — we're considering adding one more home doubleheader. A few teams have already confirmed for the TruWealth Tournament as well. Overall, we're in a great position heading into next year.
- Additionally, after a joint request from myself and Bismarck Youth Baseball, the West Region will meet in February to schedule all 2026 conference games for the 11–14 age divisions early. This will be a huge help moving forward.

## **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.

## **Special Events**

- December 16 Skate with Santa (and Mrs. Claus and the Grinch) 6-8 at the Raymond Center was super busy and a lot of fun!
- December 17 Special events brought roller skates to Lewis and Clark Campus Club
- December 18 Aquatics Swim with Santa 5-7 ARC waterpark

- December 19 Movie at the ARC featuring The Grinch (2018) Movie at 7 in the ARC courts.
- December 20 Archie's Holiday Lights contest voting starts. We had six houses enter this year! That's one more than last year and they were all new participants. We hope it keeps growing!
- December 20 Ugly Sweater Open Skate 1-4 Raymond Center
- January 8-11 Nerf Wars Upstairs Raymond Center. Another successful weekend that was crazy busy with plenty of inquiries about when we will do more.
- January 13 Puzzle Palooza

**Upcoming:**

- January 30-February 1 Black Light Mini Golf (Happy Gilmore Edition)
- February 10 Puzzle Palooza
- February 20-22 Date Night Weekend! With a slightly new format. Mother/Son Friday Night, Daddy/Daughter Saturday afternoon and a NEW! Family Event Saturday Night. Again, this year, there is a Wonders Banquet on Sunday!
- February 27 Parents Night Out

## Fitness & Wellness Portfolio

### Group Fitness

- **Number of participants:** 927 (compared to 1,135 last month).
- **Classes offered:** 130 (compared to 133 last month), with an average of **7 participants per class** (compared to 8 last month).
  - A rotating **Friday Pop-Up Group Fitness class** continues to be offered weekly at 12:15 PM.

### Fitness Program Updates

- **Boot Camp:** A full-body training program focused on mobility, longevity, and overall fitness, combining multiple workout styles and suitable for all fitness levels.
  - Two summer sessions will be offered; participants who register for both receive a \$5 discount, with an additional \$10 discount for members.
  - The January session began with **23 participants**.
- **Workshops for Women:** Prenatal, Postpartum, and Menopause workshops designed to support women's health and fitness.
  - Women's Health & Hormones Workshop – coming in April
  - Postpartum Workshop – coming in April
  - Prenatal Workshop – coming in April
- **Women & Weights:** Instruction on proper lifting techniques, programming, and strategies to build confidence and strength.
  - The next session is scheduled for **January 2026** and is currently **full with 10 participants**.
- **Women's Workout Wisdom:** A program designed to empower women by addressing topics such as hormonal fluctuations, stress, and overall wellness.
- **Mom & Me Fit (NEW):** A program designed to support moms and young children by improving physical and mental well-being while fostering community connections.

- Next session: TBD
- **Pink Gloves Boxing:** A fitness program offering both physical and emotional benefits in a supportive environment.
  - PM session began with **14 participants**.
  - AM session scheduled to begin in **February**.
- **Meal Prep and Nutrition Knowledge Course:** A one-month course focused on nutritional fundamentals, with participants preparing 2–3 meals each week to take home.
  - Next session scheduled for **January 2026**.
- **Food with Friends:** A hands-on cooking experience focused on building a healthier relationship with food while preparing meals with whole ingredients to take home.
- **Summertime Snacks:** A guardian-and-child program focused on preparing healthy summertime snacks.
- **Healthy Holiday Food with Friends (21+):** A seasonal program centered on preparing holiday appetizers and beverages.
- **Les Mills Strength Development:** A progressive, science-backed series of 45-minute strength workouts.
  - Next session scheduled for **January 2026**; no registrations to date.

### Youth Fitness Program Updates

- **Youth Boot Camp:** Focuses on movement, games, fitness activities, and wellness education while promoting social interaction and self-esteem.
  - Next session begins **January 13, 2026**.
- **Teen Fit: Endurance and Agility:** Designed to enhance athletic performance through speed, agility, stamina, balance, and coordination training for ages 12–17.
  - Next session scheduled for **January 2026**, with **10 participants** registered.
- **Lifting and Power Performance for Tweens & Teens:**

- Dates TBD. A trainer has been hired who has expressed interest in launching this program in the summer.
- **Advanced Lifting and Power Performance for Tweens & Teens:**
  - Dates TBD; trainer recruitment ongoing.
- **Youth Pink Gloves Boxing:** A fitness program designed to empower girls and young women.
  - Next session begins **January 12, 2026**.
- **Tyke Time:** A playful program that teaches balance, coordination, and foundational movement skills.
  - Next session scheduled for **January 2026**.
- **Youth Outdoor Cycle:** Provides education on bike safety, cycling skills, and outdoor riding experiences.
  - Next session planned for **Summer 2026**.
- **Eckert Group Home:**
  - Dates for the next session are TBD.

### **User Group Training**

- **WHS JV Drill Team:** Meets once weekly on Wednesdays with Rhonda; averages **15 participants**, paying \$3 per session.
- **Hockey Training Group:** Students in grades 6–9 meet three Mondays per month with Rhonda and Allison, paying \$3 per session.

### **Fitness Center / Equipment**

- Fitness equipment remains largely in good working condition; a technician will address a small number of machines requiring service.
  - All TVs are now connected to equipment and fully operational.
  - Quotes are being gathered for new cardio equipment, free weights, and assisted weight machines. The current cardio equipment warranty expires in 2026. A public notice is running for four consecutive Saturdays in January, with a final decision anticipated on **February 9**, followed by Park Board consideration.
  - **Five new Keiser bikes** were purchased for the cycle room.

## Personal Training – Monthly Summary

- **Total sessions completed:** 115 (compared to 131 last month).
- **Initial assessments:** 1 (unchanged from last month).
- **Total sales:** \$4,353.00 (compared to \$6,859.50 last month).
  - Total discounts: \$369.00, resulting in **\$3,732.00 in net sales.**
- **Total session punches purchased:** 17 (compared to 234 last month).
- **Total session passes sold:** 175 (compared to 30 last month).
- **Training packages sold:** 0
- **New inquiries:** 6 (unchanged from last month).

## Senior Fitness & Wellness Updates

- **Onsite Senior Fitness Classes:**
  - 11 classes were provided (compared to 8 last month), with **159 participants** (compared to 104 last month).
- **Lunch and Learn Events:** Staff extends appreciation to all speakers who volunteered their time to engage with the senior community. Outreach continues with local businesses to provide relevant educational topics.
  - Seniors may earn a free t-shirt by attending five sessions; over **70 participants** are currently working toward this milestone.
  - December 10: Joe Barsh, WPRD – **31 attendees**
  - Upcoming sessions:
    - January 22: The Wellness Way
    - February 18: CHI Dementia
    - March: WPD Scams
- **Senior Better Bones & Balance Challenge:** Scheduled to return in **September 2026.**

## **Fitness Challenges Updates**

- **GO 2026 Fitness Challenge – “Leaping Into 2026”**
  - January 5 through March 5.
  - Participants aim to complete **2,026 minutes of exercise in 60 days.**
  - Weekly raffle drawings are held for participants meeting weekly goals.
  - The challenge concludes with a **Finisher Feast on March 5,** including t-shirts and 1–3 grand prize drawings.
  - Current participation: **139 challengers.**

## **Fitness Special Events**

- **Community Wellness Fair:** Scheduled for **March 28.**

## **FINANCE PORTFOLIO**

### **December 2025 Financial update**

- Eide Bailly Background Finance Support
  - Onboarding has taken place – Firm now has read only access to WPRD finance operations software to ensure we are sustaining operations efficiently while we search for a new Finance Director
- Eide Bailly Executive Search
  - Kate and Joe met with the firm and provided all background information.
  - Eide Bailly will screen all applicants to ensure the process is as competitive and efficient as possible.

### **Compass Capital update**

The project fund is fully invested as mentioned in last month's update. For the month of December, the account earned \$330,277.62 in net interest and had unrealized gains of \$5,708.88. In terms of the impact of these earnings on the taxpayers of Williston, this interest income is the equivalent of \$33 million of sales taxable transactions last month.

The Reserve Funds for Series A and Series B are both essentially fully invested. The 10-year bond ladders are complete and the average yield on the portfolios is slightly above 3.75%. The market value of the portfolios is slightly above cost.

- Mark Vitali

## Portfolio Summary

### Williston Parks and Recreation District 2025A Reserve

Fixed Portfolio #630A

US Bank 296174005

December 31, 2025

Security Type	Total Cost <sup>1</sup>	Market Value <sup>2</sup>	Accrued Income	Pct. Assets	Est. Annual Income	Yield
<b>Cash and Equivalents</b>						
Cash, Money Market, and Accrued Dividends	23,227.84	23,227.84	0.00	0.5%	348.42	1.50%
	<b>23,227.84</b>	<b>23,227.84</b>	<b>0.00</b>	<b>0.5%</b>	<b>348.42</b>	<b>1.50%</b>
<b>Fixed Income</b>						
Taxable Municipal Bonds	2,722,719.75	2,713,831.51	11,238.81	53.1%	106,419.40	3.94%
Treasury Bonds	2,351,032.35	2,370,270.18	19,811.49	46.4%	83,400.00	3.55%
	<b>5,073,752.10</b>	<b>5,084,101.69</b>	<b>31,050.30</b>	<b>99.5%</b>	<b>189,819.40</b>	<b>3.76%</b>
<b>GRAND TOTAL</b>	<b>5,096,979.94</b>	<b>5,107,329.53</b>	<b>31,050.30</b>	<b>100.0%</b>	<b>190,167.82</b>	<b>3.75%</b>

COMPASS CAPITAL MANAGEMENT, INC.

<sup>1</sup> 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.  
<sup>2</sup> 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

December 31, 2025

Security Type	Total Cost <sup>1</sup>	Market Value <sup>2</sup>	Accrued Income	Pct. Assets	Est. Annual Income	Yield
<b>Cash and Equivalents</b>						
Cash, Money Market, and Accrued Dividends	4,521.15	4,521.15	0.00	2.2%	67.82	1.50%
	<b>4,521.15</b>	<b>4,521.15</b>	<b>0.00</b>	<b>2.2%</b>	<b>67.82</b>	<b>1.50%</b>
<b>Fixed Income</b>						
Taxable Municipal Bonds	144,976.50	144,527.21	255.51	69.1%	6,035.00	4.18%
Treasury Bonds	59,738.20	60,217.31	458.01	28.8%	2,075.00	3.47%
	<b>204,714.70</b>	<b>204,744.52</b>	<b>713.52</b>	<b>97.8%</b>	<b>8,110.00</b>	<b>3.97%</b>
<b>GRAND TOTAL</b>	<b>209,235.85</b>	<b>209,265.67</b>	<b>713.52</b>	<b>100.0%</b>	<b>8,177.82</b>	<b>3.92%</b>

COMPASS CAPITAL MANAGEMENT, INC.

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## Portfolio Summary

### Williston Parks and Recreation District 2025A Project Fund

Fixed Portfolio #630E

US Bank 296174002

December 31, 2025

Security Type	Total Cost <sup>1</sup>	Market Value <sup>2</sup>	Accrued Income	Pct. Assets	Est. Annual Income	Yield
<b>Cash and Equivalents</b>						
Cash, Money Market, and Accrued Dividends	348,493.16	348,493.16	0.00	0.5%	5,227.40	1.50%
Treasury Bills	4,923,932.48	4,926,000.00	0.00	7.6%	0.00	0.00%
	<b>5,272,425.64</b>	<b>5,274,493.16</b>	<b>0.00</b>	<b>8.1%</b>	<b>5,227.40</b>	<b>0.10%</b>
<b>Fixed Income</b>						
Treasury Bonds	59,335,533.50	59,830,247.97	491,073.11	91.9%	2,243,812.50	3.78%
	<b>59,335,533.50</b>	<b>59,830,247.97</b>	<b>491,073.11</b>	<b>91.9%</b>	<b>2,243,812.50</b>	<b>3.78%</b>
<b>GRAND TOTAL</b>	<b>64,607,959.14</b>	<b>65,104,741.13</b>	<b>491,073.11</b>	<b>100.0%</b>	<b>2,249,039.90</b>	<b>3.48%</b>

COMPASS CAPITAL MANAGEMENT, INC.

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

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

**December 2025**

**Memberships Portfolio**

**Membership Totals for December 2025**

	Auto draft	1 month	6 months	12 months	Punch Pass	Total
Youth	104	112	43	56	287	602
Adult	357	227	130	178	1,885	2,777
Senior	33	51	43	90	123	340
Veteran	45	18	15	18	-	96
Family	493	108	135	264	-	1,000
Corporate	58	57	110	165	-	390
WSC Staff	29		1	8	-	38

- Corporate Business Memberships: 11
- Active & Fit: 67
- Silver & Fit: 39
- Silver Sneakers: 343
- OnePass/Renew Active: 98
- WSC Students: 354
- Scholarships:
  - Adult: 16, Senior: 2, Youth: 23

**Daily Visits for December 2025**

- Daily Adults: 1,122
- Daily Youth: 2,481
- Daily Seniors: 77
- Member Visits: 13,911
- WSC Staff Members: 182
- Health Incentives (ASH, Silver Sneakers, OnePass/Renew Active): 1,729
- WSC Student Members: 1,159
- Scholarships: 85
- Teams/Organized Visits: 74

## Month-to-Month Membership Statistics

	December 2025	November 2025
Youth	602	562
Adult	2,777	2,761
Senior	340	328
Veteran	96	86
Family	1,000	960
Corporate	390	352
WSC Staff	38	39
Health Incentives	547	532
WSC Students	354	341
Scholarships	41	52
Total Memberships	6,185	6,013

	December 2025	November 2025
Adult Day Passes	1,122	1,264
Youth Day Passes	2,481	2,719
Senior Day Passes	77	103
Member Visits	13,911	14,026
WSC Staff Visits	182	189
Health Incentive Visits	1,729	1,420
WSC Students Visits	1,159	1,305
Scholarship Visits	85	130
Team/Org Visits	74	108
Total ARC Visits	20,820	21,264


# January 2026

-  Events
-  WARC
-  Meeting Rooms
-  ARC Pool
-  RFCC








-  Keel Boat
-  Spring Lake Park
-  Harmon Park
-  Davidson Park

January 2026

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

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

# February 2026










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

February 2026

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
		Sea Lions Board	Dakota Family Solutions		Prairie Rose Events Vendor Show	
8	9	10	11	12	13	14
			Dakota Family Solutions LB Church			Williston Market
15	16	17	18	19	20	21
Bethel Lutheran			Dakota Family Solutions L&C School		Chaos Volleyball Tournament Olive Motherhood	Cub Scout Carnival
22	23	24	25	26	27	28
Chaos Volleyball			Dakota Family Solutions			Sports Card Show

# March 2026

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

March 2026

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Williston Market

Sea Lions Board

Dakota Family Solutions

Prairie Rose Events Vendor Show

Homeschool Group

Sea Lions Short Course

WHS Girls Track Meet

Campus Club Party

Dakota Family Solutions

WHS Boys Track Meet

Sport and Rec Show

Culbertson After Prom

NW Conference Track

Campus Club Party

Dakota Family Solutions

Opportunity Foundation

API Chili Cook Off

API Chili Cook Off

Campus Club Party

Dakota Family Solutions

Scobey Track Meet

Prairie Rose Events Vendor Show

## Williston Parks and Recreation District

### Comprehensive Revenue Policy



#### Purpose

The purpose of this Comprehensive Revenue Policy is to establish a clear, equitable, and transparent framework for setting, reviewing, and updating fees and charges for services provided by the Williston Parks and Recreation District (WPRD). This policy ensures financial sustainability while maintaining accessibility, affordability, and alignment with the District's mission and community values.

#### Policy Statement

Williston Parks and Recreation District shall maintain an established and periodically updated revenue policy that governs fees, charges, and cost recovery strategies for programs, facilities, services, and amenities. Fees shall be determined using consistent methodologies that balance fiscal responsibility with public benefit, equity, and community need.

The District establishes defined cost recovery targets for programs, including full cost recovery for youth programs and enhanced cost recovery for adult programs.

#### Guiding Principles

Revenue decisions shall be guided by the following principles:

- **Equity & Access:** Fees shall not create unreasonable barriers to participation.
- **Cost Awareness:** Fees should reflect the true cost of service delivery.
- **Public Benefit:** Services providing broad community benefit may be subsidized.
- **Transparency:** Fee structures and cost recovery objectives shall be clearly communicated.
- **Consistency:** Similar services shall be priced using consistent methodologies.
- **Financial Sustainability:** Revenue strategies shall support long-term operational and capital needs.

## **Cost Recovery Framework**

Williston Parks and Recreation District uses a cost recovery approach to establish fee levels based on service type and community benefit.

### **Program Cost Recovery Targets**

<b><u>Program Type</u></b>	<b><u>Description</u></b>	<b><u>Target Cost Recovery</u></b>
<b>Youth Programs</b>	Instructional classes, camps, leagues, and enrichment programs for youth	<b>100%</b>
<b>Adult Programs</b>	Adult recreation, leagues, fitness classes, and specialty programs	<b>150%</b>

- **Youth Programs:** Fees are structured to recover the full cost of service delivery while remaining affordable. Revenue beyond direct costs may support program quality, equipment replacement, and limited financial assistance.
- **Adult Programs:** Fees are structured to exceed full cost recovery. Revenue generated above 100% cost recovery may be used to offset administrative overhead, support youth programming, and strengthen overall District financial sustainability.

Cost recovery calculations may include direct and indirect costs such as staffing, supplies, facility usage, equipment, marketing, administration, maintenance, and capital reinvestment.

### **Fee Development Methodologies**

Fees and charges are developed using one or more of the following methodologies:

- **Cost-Based Pricing:** Fees based on the actual cost of service delivery.
- **Market-Based Pricing:** Fees aligned with comparable services in the region.
- **Value-Based Pricing:** Fees reflecting the perceived value to participants.
- **Subsidized Pricing:** Reduced fees for services aligned with public benefit goals.
- **Cost Recovery Targets:** Program fees are established based on adopted cost recovery goals, including 100% cost recovery for youth programs and 150% cost recovery for adult programs.

- **Annual Cost-of-Living Adjustments:** Fees are adjusted annually using a standardized percentage increase to account for inflation and rising operational costs.

Differential pricing (e.g., peak/off-peak) may be applied where appropriate.

### **Annual Fee Adjustments (Cost of Living)**

Williston Parks and Recreation District applies a standardized annual cost-of-living adjustment (COLA) to applicable fees to maintain financial sustainability.

- **Programs:** Program fees are generally increased by approximately **3% annually**.
- **Facility Rentals:** Rental rates are generally increased by approximately **3% annually**.
- **Memberships:** Membership fees are generally increased by approximately **3% annually**.

Annual adjustments reflect changes in labor, utilities, supplies, maintenance, and contractual costs. Actual adjustments may vary based on market conditions, participation levels, or strategic objectives.

\* Special Note: WPRD financial planning in consideration of funding renewal and foundation support (once up and running) – WPRD will plan to review this annually and adjust the 3% factor accordingly. With a dynamic funding source and foundation supplement- there is a possibility of WPRD lowering program costs in the future. Looking forward – WPRD will work together with WPRD Foundation when it comes to operational costs considerations and capital planning once the Foundation is reworked.

### **Fee Adjustments and Financial Assistance**

To promote access and inclusion, WPRD may offer:

- Scholarship or fee assistance programs
- Reduced rates for youth, seniors, and special populations
- Promotional or introductory pricing
- Partnerships and sponsorships to offset participant costs

### **Review and Update Process**

- Fees and charges shall be reviewed **annually** as part of the District's budget process.

### **Roles and Responsibilities**

- **Staff:** Conduct cost analyses, recommend fees, and monitor revenue performance.
- **Executive Director:** Ensure implementation and alignment with strategic goals.
- **Board of Directors:** Approve revenue policy updates.

### **Transparency and Public Communication**

All approved fees and charges shall be made publicly available through District publications, the official website, and program materials. Stakeholder input may be solicited during significant fee changes.

### **Policy Adoption**

This Comprehensive Revenue Policy was adopted by the Williston Parks and Recreation District Board of Directors on \_\_\_\_\_ and supersedes all prior fee-related policies.

# SICK LEAVE BANK

## Policy No. 470

Original Date: 12/05/2000

Date Revised: 01/16/2024

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A WPRD Full-time benefitted employee may carryover a maximum of 480 hours of sick leave annually. After an employee has accumulated the maximum of 480 hours of sick leave in the year, in lieu of payment, the hours earned over 480 will be placed into the sick bank. The maximum sick bank contribution from eligible employees annually is 96 hours. All outstanding sick leave hours in addition to 576, will be forfeited at the end of the year.

The sick bank will only hold hours contributed from current employees. When employment is terminated with WPRD, all hours they have contributed to the sick bank will dissipate. The sick bank will cap at 5000 hours.

### Sick Bank Committee:

The Sick Bank Committee will be comprised of all employees who were eligible to contribute hours at the closure of the previous year. In the case of an employee applying for access to the Sick Bank, a formal application will be completed, and the committee will be required to meet and determine eligibility.

Sick Bank Committee as of January 2025 consists of Kwame Asare, Joe Barsh, Eugene Boateng, Kate Cote, Jamie Erdman, Kirk Erdman, Zach Nelson, Zac Peterson Matt Skorick

### Criteria for using banked hours:

Major Illness, Surgery, Cancer, Heart Problems, or any serious illness that would require long term care, any questionable illnesses will be reviewed by the Executive Director and Sick Bank Committee for determination.

Sick Leave may be used by an employee to tend to the needs of certain family members. Eligible family members include the employees' spouse, children, or parents. Hours given will be determined on a case-by-case basis, determined by the Sick Bank Committee.

If the situation arises that the bank is empty, full-time employees will be able to donate hours from their own earned sick hours at their discretion.

Sick Bank Hours will not be used for Minor Illnesses.