



Williston Park Board
April 16th, 2024
Williston Area Recreation Center– 5:30pm
Jordy Larvick Board Room

Mission Statement:

“Superior Parks, Facilities, and Programs for all to enjoy an active life”

- I. Additions or Deletions to the Agenda
- II. Approval of Minutes
- III. Approval of Bills
- IV. Approval of Financial Statements
 - a. Financial Summary
- V. Executive Director/Staff Reports
- VI. Old Business
 - a. Williston Water World
- VII. New Business
 - a. WPRD 2023 Audit
 - b. JB Brothers Harmon Park Quote
 - c. Norby Golf – Grading plan
 - d. WPRD Vehicle Fleet proposal
- VIII. Correspondence
 - a. Citizens to be heard.
 - b. Written
- IX. Adjourn

Next Park Board Meeting **Tuesday, May 21st 2024 @ 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.

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Access Code: 755-643-557

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Attendees are asked to be muted during the meeting and only be unmuted if on the agenda. Anyone who wants to address the Board needs to be on the agenda by calling the Parks and Recreation District Office at (701)-774-9773 or emailing joeb@wprd.us by the Thursday before each meeting.

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**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION
WAS HELD AT 5:30 P.M. March 19, 2024, AT THE WARC.**

PRESENT: Liffrig, Owens, Jangula, Heller, Roness

ABSENT:

OTHERS: Barsh, Ludlum, Lynner, K Cote, J Cote, Iblings, O'Rear, M Christen, P Ihli, Alexis, S Layton

Heller called meeting to order.

MOTION by Owens SECONDED by Jangula we approve the minutes of the previous meeting as received.

MOTION CARRIED.

MOTION by Liffrig, SECONDED by Jangula, we approve Park District bills and Boys Baseball bills.

ROLL CALL AYE: **Liffrig, Owens, Jangula, Heller, Roness.** NAY: None. ABSENT: None.

MOTION by Owens SECONDED by Jangula, we approve Park Dist. Financial statement and Boys Baseball financial overview. ROLL CALL AYE: Liffrig, Owens, Jangula, Heller, Roness NAY: None. ABSENT: None.

FINANCIAL REPORT – Feb 2024 Financials

- Revenue/Expense
 - Revenue- \$1,068,859.23
 - Expense- \$799,963.68
- Sales Tax
 - 1% Sales Tax: \$1,344,554.62
 - .5% Operations: \$672,244.31
- Cash fund Balance at the end of February
 - \$3,116,172.88
- CD's: ASB
 - General Reserve CD
 - \$485,103.56
 - 4.26%
 - WPR CD:
 - \$106,291.80
 - 4.2%
- Total Funds available to WPRD for operations as of Feb 29th, 2024: \$3,707,568.24

EXECUTIVE DIRECTORS REPORT

Admin – Working on RFQ process for vehicles. Will be working with Ford. Will be finalizing prices for next board meeting. Ford was the only bidding and the most interested in doing it. We will exchange the daily drivers and the fleet. Will go from 17 vehicles to a fleet of 10. Master Plan final budget

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meeting will be the March 28th which is also the 10th birthday party for the ARC. Computer replacement project will be wrapped up with Q2 purchase. We were awarded \$55,000 for CVB Grant. \$5k will go to the Ballin' in the Basin tournament. \$50k will help finish the Davidson Park project by replacing fences around all courts. Heritage grant is outstanding. Garrison Grant has accepted the application. Joe will present for the Garrison Grant. Water world is ongoing. CAPRA is ongoing and the site visit is in June. Already looking at 2025 budget planning.

HR – No staffing changes to report. Working on CAPRA. Processed the first payroll transfer with Black Mountain and issues occurred but everyone was able to get paid the same day.

Marketing/Public Relations/ Child Sitting – All social media pages are going great. Google reviews are doing well. Had a lot of views of the website. Brochure will be starting to get worked out. Submitted some ads for Livability. Digital Signage has increased at the ARC and RFCC. Job Fair is on the 27th and the Birthday Party is the 28th. Child Sitting – up over 200 visits and had a collaboration event.

Parks – Hit hard by the snowstorm. The Parks guys really did a good job of clearing parking spots for Sport and Rec show. Replaced lights with LED right before the hockey state tournament. Worked on HVAC at the ARC and replaced three motors on the roof. Ended up saving \$30k by doing it internally. Hockey boards are out, and ice is gone. RFCC is in full show season. Preparing for spring now. Keeping up with paint at the RFCC as well. May need to look into replacing the sponsorship signage – will need to discuss a new sign with the city.

RFCC – Last month of ice and had 13 open skates, Teton games, and private parties. Boards and ice came off on March 4th after the Hockey state tournament. Have tons of special events going on. There was also the Chaos Volleyball adult tournament at the RFCC.

Athletic Fields – Started prepping the Golf Course. Hopefully, the storm is the last one and we can go onto it sooner than later. ARC is very packed with all the patrons and programs going on.

Facility Operations – Busiest time of the year now. Following up on reservations with all details being accurate. Taking it one day at a time. Toughest area to reserve is the turf as well as the RFCC. Everything is booked up all the way until July. More Roller Skating and private parties. Lots of shows are starting to come up as well as vendor shows. A few 2025 things are coming in as well a few after prom parties. Coca Cola is also bringing in another machine to put by the turf and tennis areas. Huge kudos on Coca Cola on seeing how busy the ARC is.

Maintenance – Johnson control came in to fix the pressure issue. They got that balanced out now. Huge difference from what it was before.

Guest Services – February was looking like January numbers. Numbers may fall off due to college students going off on summer break.

Aquatics – Swim lessons are going well with extra AM. Still have a ton on the waitlist but are looking at changing things to balance everything out. Sea Lions are done with short course swimming. Will leave the bulk heads extended after long course and will move the lane lines. Swim Fit is going and will end right before May and will be having LGI coming to host a course.

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Special Events – Puzzle Palooza had 12 teams – good following. Requesting not stopping before summer on Tuesday on each month. Registration for Nerf Wars is open. Private party times as well as open times. Mother/Daughter day will be May 18th at the Keel Boat. April 18th will be the day Kids Camp will open up. Campus Club is winding down and will have their board game competition. They will work on Robotics as well. Skate night started back up with private parties.

Recreation – March programs include tennis, cheer, baseball try outs, girls run strong, wonders swim and soccer as well as youth and adult volleyball. Chaos Volleyball tournament ran well with great volunteers. All-star baseball tryouts are going right now. Staff is now preparing for the biggest Ballin’ in the Basin tournament on April 6-7. Coordinators are also working on sponsorship opportunities to continue to make each program better.

Fitness – There is a new program coming out called Advanced Lifting and Power Performance for Tweens and Teens. This is for advanced lifters. Participants need to take the original Lifting and Power Performance to participate. SilverSneakers had 14 new sign ups as well as 1071 monthly visits. ASH Fitness, Active & Fit and Silver and Fit are all going with 3 new memberships and 16 total monthly memberships. Kari Downer from Nutrition and Beyond spoke at Lunch and Learn to talk about energy levels. GO Challenge just finished and had 215 participants.

OLD BUSINESS –

- a. Williston Water World – nothing new.

NEW BUSINESS –

- a. Amazon AMEX credit approval
 - a. We use Amazon quite a bit. Makes sense for us to use the credit line through Amazon for kickbacks. All transactions totaled \$50k in 2023. There will be a 5% cash back. Anything staff cannot get will be ordered through Amazon. The whole district utilizes the Amazon account. We currently have Walmart and ASB cards with no kickbacks and rewards.
 - b. MOTION by Liffrig, SECONDED by Jangula, we approve procuring Amazon AMEX credit card. ROLL CALL AYE: **Liffrig, Owens, Jangula, Heller, Roness**. NAY: None. ABSENT: None.
- b. Land transfer WBSD #7- Head Start Property: Parcel #01-328-00-62-86-000
 - a. Small parcel of land right behind McVay Elementary School. Land was previously owned by WPRD and deeded to HeadStart. If HeadStart ceases to exist, there is a clause that the land would be going back to the WPRD. It makes sense for this plot to be in the hands of the school district. Malcolm is working with the school district to get the paperwork done.
 - b. MOTION by Liffrig, SECONDED by Roness, we authorize Malcolm to notify the Head Start program with a 90-day notice as set forth under the original Deed that WPRD is claiming the land pursuant to the fallback clause.
- c. WPRD sales tax funding
 - a. Joe was given the approval to talk with the city to extend sales tax funding. We would have to utilize the city charter to put our vote on the ballot. The fire and safety vote will be on the ballot in June. It is in the best interest of WPRD to hold off on going to vote in June to extend sales tax funding. Do not want to put two tax measures on the ballot at the same time. Joe will be meeting with Hercules and

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Shawn Wenko every month to see how we can seek our extension. In 2032 the half cent for operations will close. Will need to go to vote before 2032 but with the bonds being paid off, we will need to go to vote by 2027.

- b. Once bond is paid off, the half cent for bonds from sales tax will cease to exist.
- c. WPRD Expansion is needed but not possible without the full 1 cent sales tax being extended.
- d. Davidson Park tennis courts complex fencing bids
 - a. Joe has fencing bids for the board to look at. Two remaining projects – court resurfacing looks nice, but we also need a new fence to encapsulate all courts with black chain link. Looking to add concrete pads for fan seating.
 - b. 3 bids were brought - American Fencing \$167K, Slagle Services \$135K, Dakota Fence \$150K.
 - c. Joe has another meeting with fundraising committee and the school district may be able to help.
 - d. A lot of money has been granted by grants to help get this project. Need to be completed by mid-August.
 - e. There has been concerns on the poles in the ground as time passes, they do come up from the ground or they get stuck. Biggest concern is the chain link coming up because of the movement of the poles. May need to move chain link fence in the future to avoid balls going under the fence.
 - f. MOTION by Liffrig, SECONDED by Owens, we approve accepting Slagle Services bid on the project. ROLL CALL AYE: **Liffrig, Owens, Jangula, Heller, Roness**. NAY: None. ABSENT: None.

No correspondence or citizens to be heard.

MOTION by SECONDED by the meeting adjourn. President Heller adjourned the meeting.

MOTION CARRIED.

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager

04/04/24
10:55:48

WILLISTON PARKS & RECREATION DISTRICT
Cash Report by Fund/Account
For the Accounting Period: 3/24

Page: 1 of 1
Report ID: L160

Funds 10- 10

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 General Fund						
113100 11000 WPRD Checking	3,116,172.88	1,090,035.62	1,008.44	0.00	993,901.37	3,213,315.57
113200 Payroll Checking Account	92,983.50	270,922.36	0.00	56.30	272,698.71	91,150.85
Total Fund	3,209,156.38	1,360,957.98	1,008.44	56.30	1,266,600.08	3,304,466.42
Totals	3,209,156.38	1,360,957.98	1,008.44	56.30	1,266,600.08	3,304,466.42

*** 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.

04/04/24
10:56:46

WILLISTON PARKS & RECREATION DISTRICT
Cash Report by Fund/Account
For the Accounting Period: 3/24

Page: 1 of 1
Report ID: L160

Funds 20- 25

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
20 Baseball Fund						
113200 Payroll Checking Account	-870.75	0.00	0.00	0.00	0.00	-870.75
113500 BB Checking	69,503.81	12,388.26	0.00	0.00	6,296.82	75,595.25
Total Fund	68,633.06	12,388.26			6,296.82	74,724.50
25 BRWS Fund						
114100 BRWS Checking	59,238.64	25.16	0.00	0.00	0.00	59,263.80
Totals	127,871.70	12,413.42	0.00	0.00	6,296.82	133,988.30

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

04/04/24
08:57:03

WILLISTON PARKS & RECREATION DISTRICT
Check Register
For the Accounting Period: 3/24

Page: 1 of 7
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
82238	C S	480 A & X ATHLETICS	0.00	03/05/24			
82257	* S	480 A & X ATHLETICS	8755.00	03/06/24	3/24	CL 22	8755.00
82258	S	4 ACE HARDWARE	1024.49	03/06/24	3/24	CL 22	1024.49
82306	S	8 ALL SEASON SPORT ABOUT INC	18181.29	03/12/24	3/24	CL 30	18181.29
83000	* S	12 AMERICAN RED CROSS	420.00	03/26/24		CL 68	420.00
1043	S	999998 ANGEL LINDGREN	228.11	03/28/24		CL 140	228.11
-99986	E	15 ASB	100.00	03/04/24	3/24	CL 165	100.00
1042	S	16 ASB/VISA	1921.46	03/26/24		CL 200	1921.46
11841	S	16 ASB/VISA	122.90	03/26/24	3/24	CL 134	122.90
83001	S	16 ASB/VISA	20055.92	03/26/24	3/24	CL 135	20055.92
83012	S	16 ASB/VISA	4251.82	03/28/24		CL 149	4251.82
82328	S	18 ASSOCIATED SUPPLY COMPANY, INC	7275.10	03/19/24	3/24	CL 160	7275.10
82348	S	18 ASSOCIATED SUPPLY COMPANY, INC	5768.92	03/22/24	3/24	CL 112	5768.92
82313	S	29 BARSH, JOE	60.50	03/15/24	3/24	CL 131	60.50
82282	* S	41 BERTELSEN, AALIYAH	146.00	03/08/24	3/24	CL 85	146.00
82314	S	41 BERTELSEN, AALIYAH	154.00	03/15/24		CL 62	154.00
83013	S	41 BERTELSEN, AALIYAH	154.00	03/28/24		CL 90	154.00
82239	C S	53 BORDER STATES INDUSTRIES INC	0.00	03/05/24		CL 170	0.00
82259	S	53 BORDER STATES INDUSTRIES INC	2811.24	03/06/24	3/24	CL 17	2811.24
82283	S	54 BORDER STEEL	718.36	03/08/24	3/24	CL 17	718.36
82240	C S	478 BOSS OFFICE PRODUCTS	0.00	03/05/24		CL 38	0.00
82260	S	478 BOSS OFFICE PRODUCTS	279.98	03/06/24	3/24	CL 13	279.98
83002	S	63 BSN SPORTS, LLC	104.50	03/26/24		CL 13	104.50
82315	S	65 BUTH, MASON	75.00	03/15/24	3/24	CL 139	75.00
						CL 99	75.00

04/04/24
08:57:03

WILLISTON PARKS & RECREATION DISTRICT
Check Register
For the Accounting Period: 3/24

Page: 2 of 7
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
82307	S	68 CALLAWAY	1152.00	03/12/24	3/24	CL 79	1152.00
82316	S	68 CALLAWAY	5838.84	03/15/24	3/24	CL 87	5838.84
82349	S	68 CALLAWAY	3544.80	03/22/24	3/24	CL 110	3544.80
83003	S	69 CAPITAL ONE	336.86	03/26/24		CL 137	336.86
82317	S	77 CITY OF WILLISTON	2651.24	03/15/24	3/24	CL 47	2651.24
83014	S	77 CITY OF WILLISTON	4085.11	03/28/24		CL 161	4085.11
82241	C S	80 COLE PAPERS	0.00	03/05/24		CL 5	
82261	S	80 COLE PAPERS	1309.58	03/06/24	3/24	CL 5	1309.58
82262	S	481 COMBAT BRANDS, LLC	1366.20	03/06/24	3/24	CL 31	1366.20
82284	S	88 COUNTRY FLORAL	40.00	03/08/24	3/24	CL 34	40.00
82285	S	90 CRAIGS SALES-SERVICE-RENTAL	93.50	03/08/24	3/24	CL 37	93.50
82308	S	93 DACOTAH PAPER CO	690.00	03/12/24	3/24	CL 78	690.00
82329	S	93 DACOTAH PAPER CO	1845.40	03/19/24	3/24	CL 117	1845.40
83004	S	999999 DAHL, JAMES	30.00	03/26/24	3/24	CL 145	30.00
83015	S	98 DAKOTA FIRE EXTINGUISHERS	644.22	03/28/24		CL 162	644.22
83016	S	101 DAKOTA SUPPLY GROUP	699.97	03/28/24		CL 154	699.97
-99993	E	108 DELUXE BUSINESS	1435.13	03/31/24	3/24	CL 179	1435.13
82286	S	110 DIETZ, TEVIN	27.50	03/08/24		CL 61	27.50
82287	S	494 DIMAPILIS, DARREN	70.00	03/08/24		CL 58	70.00
82330	S	118 EIDE BAILLY LLP	31500.00	03/19/24	3/24	CL 121	31500.00
82288	S	488 ELECTRO-MECH SCOREBOARD COMPANY	1355.00	03/08/24	3/24	CL 41	1355.00
82331	S	525 ELKINS, ABIGAIL	862.18	03/19/24	3/24	CL 108	862.18
82318	S	126 ERDMAN, JAMIE	206.50	03/15/24	3/24	CL 83	206.50
83017	S	140 FLOWRIDER, INC	1703.31	03/28/24		CL 156	1703.31

04/04/24
08:57:03

WILLISTON PARKS & RECREATION DISTRICT
Check Register
For the Accounting Period: 3/24

Page: 3 of 7
Report ID: AP300

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Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
83018	S	144 FUCHS, BRIANNA	66.00	03/28/24		CL 168	66.00
82242	C S	148 GOOSENECK IMPLEMENT	0.00	03/05/24		CL 16	
82263	S	148 GOOSENECK IMPLEMENT	816.82	03/06/24	3/24	CL 16	816.82
82243	C S	149 GRAINGER	0.00	03/05/24		CL 9	
82264	S	149 GRAINGER	883.21	03/06/24	3/24	CL 9	883.21
11838	M	151 GRONDAHL RECREATION INC	5552.00	03/19/24	3/24	CL 101	5552.00
82289	S	490 HANSEN, ISABEL	210.00	03/08/24	3/24	CL 52	210.00
82332	S	526 HARDROCKER VOLLEYBALL	900.00	03/19/24	3/24	CL 122	900.00
82312	S	164 HAUGEN, ISIAH	100.00	03/14/24	3/24	CL 89	100.00
82290	S	166 HAZEN, GERALD	70.00	03/08/24	3/24	CL 59	70.00
82291	S	170 HENDRICKSON, TAESON	80.00	03/08/24		CL 55	80.00
82319	S	170 HENDRICKSON, TAESON	100.00	03/15/24		CL 96	100.00
82244	C S	173 HILL ENTERPRISES	0.00	03/05/24		CL 15	
82265	S	173 HILL ENTERPRISES	482.50	03/06/24	3/24	CL 15	482.50
82292	S	179 HORIZON RESOURCES	346.80	03/08/24	3/24	CL 45	346.80
82245	C S	182 HOSE & RUBBER SUPPLY	0.00	03/05/24		CL 6	
82266	S	182 HOSE & RUBBER SUPPLY	76.18	03/06/24	3/24	CL 6	76.18
83019	S	185 INK SPOT PRINTING	318.32	03/28/24		CL 151	318.32
82246	C S	186 INTERSTATE BILLING SERVICE INC	0.00	03/05/24		CL 3	
82267	S	186 INTERSTATE BILLING SERVICE INC	246.57	03/06/24	3/24	CL 3	246.57
83005	S	187 INTERSTATE ENGINEERING	13490.80	03/26/24		CL 146	13490.80
-99985	E	189 IRS	6.89	03/29/24	3/24	CL 201	6.89
83020	S	999998 JENNIFER LAWSON	62.79	03/28/24		CL 164	62.79
82247	C S	199 JOHNSON CONTROLS	0.00	03/05/24		CL 10	

04/04/24
08:57:03

WILLISTON PARKS & RECREATION DISTRICT
Check Register
For the Accounting Period: 3/24

Page: 4 of 7
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
82268	S	199 JOHNSON CONTROLS	8977.57	03/06/24	3/24	CL 10	8977.57
83006	S	199 JOHNSON CONTROLS	6032.70	03/26/24		CL 138	6032.70
82293	S	495 JOHNSON, IAN	27.50	03/08/24	3/24	CL 60	27.50
82294	S	492 KNUDSVIG, PAXTON	40.00	03/08/24		CL 54	40.00
82320	S	492 KNUDSVIG, PAXTON	40.00	03/15/24		CL 93	40.00
83021	S	492 KNUDSVIG, PAXTON	40.00	03/28/24		CL 167	40.00
82295	S	215 KS STATEBANK	9660.80	03/08/24	3/24	CL 43	9660.80
82321	S	230 LEISY, TENASEY	66.00	03/15/24	3/24	CL 92	66.00
83022	S	230 LEISY, TENASEY	44.00	03/28/24		CL 169	44.00
82296	S	231 LES MILLS UNITED STATES TRADING	798.00	03/08/24	3/24	CL 44	798.00
82248	C S	233 LINDE GAS & EQUIPMENT INC	0.00	03/05/24		CL 7	
82269	S	233 LINDE GAS & EQUIPMENT INC	72.27	03/06/24	3/24	CL 7	72.27
82297	S	234 LINDQUIST, SAMANTHA	72.00	03/08/24	3/24	CL 63	72.00
82322	S	234 LINDQUIST, SAMANTHA	30.00	03/15/24		CL 98	30.00
82249	C S	479 LITANIA SPORTS GROUP	0.00	03/05/24		CL 20	
82270	S	479 LITANIA SPORTS GROUP	6019.46	03/06/24	3/24	CL 20	6019.46
83023	S	240 LUDLUM, RHONDA	66.99	03/28/24		CL 171	66.99
82309	S	248 MARCO TECHNOLOGIES LLC	340.78	03/12/24	3/24	CL 81	340.78
83007	S	248 MARCO TECHNOLOGIES LLC	237.69	03/26/24		CL 141	237.69
82333	S	249 MCCODY	281.46	03/19/24	3/24	CL 115	281.46
82298	S	250 MCCUISTION, COLLIN	40.00	03/08/24		CL 50	40.00
82334	S	522 MCIVOR, ALEA	1149.48	03/19/24	3/24	CL 105	1149.48
82335	S	521 MCIVOR, KIARA	236.00	03/19/24	3/24	CL 104	236.00
-99995	E	252 MDU	53948.38	03/15/24	3/24	CL 86	53948.38

04/04/24
08:57:03

WILLISTON PARKS & RECREATION DISTRICT
Check Register
For the Accounting Period: 3/24

Page: 5 of 7
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
11839	M	253 MENARDS	41.94	03/19/24	3/24		
82336	S	253 MENARDS	1827.21	03/19/24	3/24	CL 116	41.94
-99991	E	254 MERCHANT SERVICES	7899.58	03/31/24	3/24	CL 1	1827.21
83008	S	257 MIDCONTINENT COMMUNICATIONS	219.12	03/26/24		CL 181	7899.58
82271	S	264 MISS NORTH DAKOTA	753.00	03/06/24	3/24	CL 147	219.12
11840	M	265 MISSION AWARDS	500.00	03/21/24	3/24	CL 26	753.00
82250	C S	268 MODERN MACHINE WORKS, INC	0.00	03/05/24		CL 129	500.00
82272	S	268 MODERN MACHINE WORKS, INC	1000.00	03/06/24	3/24	CL 4	
-99992	E	272 MONEY MOVERS	15.45	03/31/24	3/24	CL 4	1000.00
82299	S	275 MORELLI DISTRIBUTING WILLISTON	102.00	03/08/24	3/24	CL 180	15.45
82310	S	277 MR SHINE LLC	3125.00	03/12/24	3/24	CL 42	102.00
83009	S	277 MR SHINE LLC	3125.00	03/26/24	3/24	CL 70	3125.00
-99998 *	E	283 MWEC	810.88	03/05/24	3/24	CL 136	3125.00
82251	C S	284 MYERS AUTO PARTS	0.00	03/05/24		CL 24	810.88
82273	S	284 MYERS AUTO PARTS	2976.72	03/06/24	3/24	CL 12	
82252	C S	286 NARDINI FIRE EQUIPMENT	0.00	03/05/24		CL 12	2976.72
82274	S	286 NARDINI FIRE EQUIPMENT	246.00	03/06/24	3/24	CL 11	
-99997	C E	296 NDPERS	0.00	03/13/24		CL 11	246.00
82337	S	299 NEMONT	1791.30	03/19/24	3/24	CL 27	
82300	S	491 NICKOLOFF, JACKSEN	80.00	03/08/24	3/24	CL 118	1791.30
82323	S	491 NICKOLOFF, JACKSEN	80.00	03/15/24	3/24	CL 53	80.00
82253	C S	310 NRPA	0.00	03/05/24		CL 91	80.00
82275	S	310 NRPA	2000.00	03/06/24	3/24	CL 23	
82338	S	313 ODP BUSINESS SOLUTIONS	269.22	03/19/24	3/24	CL 23	2000.00
						CL 120	269.22

04/04/24
08:57:03

WILLISTON PARKS & RECREATION DISTRICT
Check Register
For the Accounting Period: 3/24

Page: 6 of 7
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
83024	S	999998 OLIVIA ROSSLAND	295.52	03/28/24		CL 166	295.52
82339	S	523 PETERSON, TARA	603.38	03/19/24	3/24	CL 106	603.38
82324	S	517 PETERSON, ZAC	206.50	03/15/24	3/24	CL 84	206.50
82350	C S	531 PIERCE AUTO BODY, INC	0.00	03/22/24		CL 130	
82301	S	487 PRAIRIE SUPPLY INC	49.50	03/08/24	3/24	CL 40	49.50
82351	* S	530 PRAIRIE TURF EQUIPMENT	8595.00	03/22/24		CL 128	8595.00
82311	S	496 PRIZM	1269.40	03/12/24	3/24	CL 65	1269.40
-99994	E	335 PRO IT LLC	5470.00	03/28/24	3/24	CL 155	5470.00
82340	S	339 QUALITY SERVICE WITH COFFEE	272.00	03/19/24	3/24	CL 114	272.00
82352	S	340 R & R PRODUCTS, INC	940.09	03/22/24	3/24	CL 32	940.09
82302	S	489 RAM GROUP INC	6047.00	03/08/24	3/24	CL 49	6047.00
82341	S	364 SCHULTZ, EMILY	1136.16	03/19/24	3/24	CL 109	1136.16
82303	S	493 SHOCKLEY, EMMA	306.00	03/08/24		CL 56	306.00
82325	S	375 SMITH, DONALD	100.00	03/15/24		CL 94	100.00
82342	S	389 SYSTEMS TECHNOLOGY	500.00	03/19/24	3/24	CL 119	500.00
82254	C S	397 THE SHERWIN-WILLIAMS CO	0.00	03/05/24		CL 8	
82276	S	397 THE SHERWIN-WILLIAMS CO	194.20	03/06/24	3/24	CL 8	194.20
83010	S	399 THE TESSMAN COMPANY	973.00	03/26/24		CL 33	973.00
82304	S	405 TOLMAN, BECKAM	80.00	03/08/24		CL 51	80.00
82326	S	405 TOLMAN, BECKAM	60.00	03/15/24		CL 95	60.00
82343	S	520 TOSTENSON ELECTRIC LLC	3259.63	03/19/24	3/24	CL 100	3259.63
82344	S	410 TRIANGLE ELECTRIC	5266.68	03/19/24	3/24	CL 76	5266.68
83025	S	410 TRIANGLE ELECTRIC	594.00	03/28/24		CL 163	594.00
82345	S	524 TURCOTTE, JACEE	993.68	03/19/24	3/24	CL 107	993.68

04/04/24
08:57:03

WILLISTON PARKS & RECREATION DISTRICT
Check Register
For the Accounting Period: 3/24

Page: 7 of 7
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99988	E	416 US BANK	456102.27	03/26/24	3/24	CL 198	456102.27
82346	S	417 US FOODS, INC	636.00	03/19/24	3/24	CL 102	636.00
83011	S	418 USA SOFTBALL OF ND	4050.00	03/26/24		CL 142	4050.00
82305	S	423 VEGA, FRANCISCO	70.00	03/08/24	3/24	CL 57	70.00
11837	M	425 VERIZON	79.98	03/05/24	3/24	CL 19	79.98
82255	C S	425 VERIZON	0.00	03/05/24		CL 18	
82277	S	425 VERIZON	856.88	03/06/24	3/24	CL 18	856.88
82327	S	519 WEBER, CARSON	80.00	03/15/24	3/24	CL 97	80.00
1080 *	M	442 WILLISTON BASIN SCHOOL DISTRICT #7	4642.55	03/08/24		CL 46	4642.55
82256	C S	450 WILLISTON HOME AND LUMBER	0.00	03/05/24		CL 14	
82278	S	450 WILLISTON HOME AND LUMBER	131.93	03/06/24	3/24	CL 14	131.93
1038 *	M	455 WP&R PAYROLL ACCT	15554.83	03/06/24		CL 29	15554.83
1041 *	M	455 WP&R PAYROLL ACCT	8290.45	03/21/24		CL 125	8290.45
82279	S	455 WP&R PAYROLL ACCT	135985.63	03/06/24	3/24	CL 28	135985.63
82347	S	455 WP&R PAYROLL ACCT	134495.59	03/21/24	3/24	CL 124	134495.59
82353	S	456 WPR GENERAL REVENUE ACCT	392556.92	03/25/24	3/24	CL 132	392556.92
1285 *	M	457 WPRD	7250.00	03/19/24	3/24	CL 113	7250.00
-99996 *	E	460 WSI	9633.01	03/13/24	3/24	CL 82	9633.01
Total for Claim Checks			1480616.09				
Count for Claim Checks			162				

* denotes missing check number(s)

of Checks: 162 Total: 1480616.09

**Williston Parks & Recreation District
Park Board Executive Director/Staff Reports
April 11th, 2024**

ADMINISTRATION PORTFOLIO

Outstanding Grant Applications

- **Heritage**
 - **Spring Lake Park**
- **Garrison**
 - **Frisbee Golf Course**
 - **Awarded \$27K**

Davidson Park Tennis Court Resurfacing

- **Next Steps**
 - **New Fencing**
 - **Spectator seating**

Williston Water World Update

- **Project is ongoing!**

Human Resources

- **Staffing Status**
 - WPRD currently has positions for 33 full-time staff based on regular operations.
- **Payroll/Accounting software:**
 - We have transitioned our Payroll & Accounting software to Black Mountain Software LLC.
- **CAPRA**
 - Capra Review Team visit scheduled for 6/17/24 – 6/21/24
 - Our Self-Assessment was submitted on Saturday 4/6

Foundation

- All financial statements were approved.
- Meeting was held Feb 21st
 - The board was updated on all events and programs for WPRD
- Requests
 - Irrigation filter for golf course \$3500- approved
 - Golf course upgrades \$3000- approved
 - GO 2024 fitness challenge shirts \$2000- approved
 - Arc 10th birthday supplies \$1000- approved
- All dates for 2024 were set
 - Feb 21st
 - May 15th
 - Aug 21st
 - Nov 20th (This will be a regular and the annual meeting).

Marketing & Public Relations Portfolio

Social Media:

- **Facebook**
 - WPRD - 12,038 followers: 4.6 out of 5.0 is our review score (185 Reviews)
 - ARC Fitness – 1,000 followers
 - Williston Wonders - 685 followers
 - WPRD Child Sitting Clubhouse – 502 followers
 - WPRD WMGC - 204 followers
- **Instagram**
 - 1,889 followers
- **LinkedIn**
 - 116 followers

Google:

- 4.5 out of 5.0 (678 reviews)
 - Another great month with positive feedback on the ARC!
 -

Website:

The website traffic was the best we have seen since getting the new website, better than in January!

- **Statistics (March 1 – March 31, 2024)**
 - 87,939 webpage views (up 1,331 views)
- **Newsletters (March 1 – March 31, 2024)**
 - Four newsletters were sent with 51% read rate! (4,333 views | 8,451 sent)
 - These newsletters were program specific, therefore it is not surprising read rates are lower.

Advertising:

- **Brochure**
 - The brochure for June-November is in the works and will be launched April 15.
- **Williston Livability**
 - Advertisement submitted to highlight the Williston ARC. The ad will be used in their annual edition on and their website in August. The content is an asset to people moving to the area.
- **Bakken Living and Visitors Guide**
 - Continue to provide quarterly advertisements for Bakken Living. Visitors Guide and Spring Bakken Living was recently submitted. Both advertisements are taking on a new look.
- **Digital Signage Agreement with Pro IT**
 - Added two more screens. One in the Raymond Center and one in the District Office.
- **The Aging/Heritage Senior Newsletter**
 - Annual contract to continue to reach the seniors in our area monthly through a newsletter and digital advertisement that links to our website.
- **Williston Herald**
 - Continually working with the Williston Herald to highlight various programs throughout WPRD. Most recently, Ballin' in the Basin and the 10th Birthday party for the ARC.

Public Relations

- Attended the WHS Job fair March 27 and engaged with a lot of students about the possibilities are WPRD.
- March 28th ARC Birthday Party went well overall. Many patrons stopped into the meeting rooms and had cake and ice cream. Nearly all the swag was handed out and a staff cake cutting picture was taken.
- Continue to be present at various programs to photograph and engage with the public.

Child Sitting

The Clubhouse Dr. Suess party was a hit on March 14th and there were 83 kiddos that attended. There were themed games, crafts, and everyone went home with a prize, one lucky guest even won a big prize just for coming. There were four S.T.E.M. and Sensory days with a total of 196 visits between those four days!

Daily activities are planned to keep the kiddos engaged while patrons utilize our facility and are listed on our monthly calendar which can be found on our Facebook page, WPRD Child Sitting Clubhouse. We take children 6 months to 9 years old Monday through Friday 8:30am-7:30pm and Saturday 8:30am-1:30pm. Infants ages 2 months to 5 months old are welcome from 4:00-7:00 pm Monday through Friday.

Child Sitting Visits for the past three years:

March 2022- 1321

March 2023- 1588

March 2024- 1345*

*Spring Break was slow, to be expected.

PARKS PORTFOLIO

- Snow removal
 - Cleared snow prior to Chili Cookoff
 - Hauled piles from ARC to create parking room for Ballin' weekend
- Preparing summer parks & golf/field equipment
- Continued work on ARC rooftop HVAC
 - We have now changed a total of 5 motors
 - We know of 1 more that needs to be replaced but checking on warranty prior to doing the work ourselves
- Worked with Chad to fix water features in leisure pool.
- Planning Hot tub maintenance on 4/15, to attempt to solve the leak.
- Patching bad spots in Golf Course parking lot
 - We will be adding lines this summer to help regulate parking traffic.

Athletic Facilities Operations:

- Ballfields/outdoor courts:
 - Prepping fields for Spring usage
 - Fastpitch fields open
 - Frost still coming out of baseball fields
 - Replacing a lot of anchors
 - Batting cages open (waiting on turf for new one at Dakota)
 - Teams should be exclusively outside by the week of 4/15
 - New nets & poles were installed at Davidson
- Golf course:
 - Season began 4/13
 - Park staff replaced all outside lighting on clubhouse & Maintenance building
 - Trimmed trees around clubhouse
 - All equipment, fertilizer & seed have been ordered for the year
 - Golf carts have been prepared for use
 - Fully staffed for the summer – clubhouse still looking for 1-2 more employees
 - Sarah Heise will be returning as the Clubhouse manager.
- RFCC: Maintenance
 - Zac Peterson is overseeing the maintenance of the facility and will be working on small projects to enhance the RFCC throughout the winters – painting, lighting, door fixtures. – deferred maintenance.
 - Painted main stairwell & two locker rooms
 - Replacing lights in wrestling room
 - Changing out plumbing on toilets & sinks that have leaks
 - Working to address humidity issues in arena due to weather
 - Painted and updated Birthday Party rooms at the ARC.
 - Painted Zamboni room

- RFCC Operations:
 - Arena
 - Hosted the Peewee State hockey tournament from March 1st through March 3rd
 - Ice and boards were removed from the arena on March 4th
 - There were vendor shows on March 9th and March 30th
 - Hosted sport and rec show on March 16th
 - Hosted chili cook-off on March 23rd
 - Highschool baseball and softball began using the arena for practice
 - Courts
 - Williston United Football Club finished with practices in March
 - Chaos Volleyball continued practices as normal
 - Hosted a volleyball tournament on March 2nd
 - One birthday party on March 9th

FACILITIES PORTFOLIO

- Facility Schedule attached to the end of Park Board Packet
- ARC
 - Reviewing all programs, teams, prom parties & other events happening at the ARC to ensure smooth spring operations.
 - Heavy use on turf facility & Tennis courts are showing signs of replacement in the near future.
 - Working with maintenance to get the most out of all surfaces.
 - Baseball/Softball Cage Room/courts
 - Reservations after 4pm and weekends are going well.
 - The facility is busier each day with rec programs and user group practices.
 - Busiest season of the ARC due to spring sports being inside.
 - We are planning dates to close each area of the building separately for a few days to complete routine maintenance & repairs.
 - Working with maintenance to plan the closures as efficiently as possible.
- RFCC
 - All events going well – reserving space for 2025
- Pricing increases
 - Slight increases to reservable spaces
 - RFCC
 - Park Shelters
 - Track Meets
 - Private skating parties
 - Considering regular bi-yearly review on all reservation pricing to keep increases consistent and in line with the other rental spaces in the community.
- Project Updates
 - ARC Basketball court resurfacing will take place June 9th – 22

Facility Maintenance:

- Snow season now over – moving into spring cleaning.
- Working with Joe & Nick Lippert to identify 10-year facility maintenance tasks
- RTU filter change postponed until week of 4/15
- Robot scrubber demo rescheduled to a later date

Safety Committee

- 2024 Safety Programs
 - Safety management program
 - Safe lift program
 - Slips trips and falls
 - Safety committee program
 - Drug free workplace program
- No claims or accidents to report.
- March Topic – Risk Management Policy
 - Discussed the new policy book and submitted signatures for Capra Submission

Guest Services:

Very busy past month for Guest Services. Lots of teams coming in for programs and an overall increase in visits. Memberships seemed to have stayed about the same, with slight increases for adult memberships. The golf simulator has been getting good use as well. It gets completely booked almost every single day with maybe a 30-minute gap here and there. Now, we are just getting ready for things to start slowing down with weather getting nicer and encouraging use of the outdoors.

Mike and Renee are meeting with staff input to determine if changes are needed for Part-Time guest service employees. After an evaluation period, we are considering restarting the Building Supervisor position with changes. More to come on this as we continue to evaluate.

- Membership/Daily Visit Update attached to end of Park Board Packet

Aquatics

- Lessons- February 26th- March 7th went well, having large numbers and lots of people on waitlist. We are continuing to run reduced am and pm lessons.
 - 56 kids in lessons
- Private Lessons: private lessons are still strong, still have a waitlist but it has dropped significantly with all the help over the summer.
- Angelfish- Kicked off March 18th with 8 people enrolled
- Aquacise classes have been growing big this month averaging 10-15 people per class.
 - Added a 10:15-11:15 Tuesday am class
 - Saturday class Ended March 9th.
 - Starts again in the fall
- Special Events: Extended Hours ran for Spring break
 - Easter Egg Hunt March 21st
 - Extended hours March 29th
 - Lazy River Run April 20th
 - Starting to book end of year pool parties
- Sealions:
 - Short Course ended March 15th
 - Starting long course May 6th
 - Try-outs April 5th and April 12th
- High School
 - Off season
- 50 M is moving to long course March 18th
 - diving boards will be down for the long course season.
- SwimFit- Next session started February 27th
 - Adult Class 6am tue/thu 10 participants with a drop-in rate offered
 - Youth SwimFit Starts February 27th 6:30-7:15pm 6 enrolled.
- Lifeguard training— we have been running drills to get the guards use to looking at the whole pool and keep their skills sharp
 - Inservice's monthly to keep up to date
 - Angelfish Certifications completed 12/28
 - LGI training 4/20
- CPR to the public has opened.
 - April 27 9-1 open for enrollment
- Hours transitioned back with school starting.
 - PM River walk 4-5pm,7-8pm
 - Added Saturday riverwalk 9-11am with Saturday aquacise ending
- Pool Maintenance
 - Hot tub Partial Drain April 15th for some maintenance reopen 19th
 - Leisure pool partial drain and pool patched/cleaned
 - Hot Tub Cleaned March 4th, March 18th
 - Scheduled for April 1st, 15th, 29th

Special Events Portfolio

Puzzle Palooza was held on April 9th with a total of 12 teams again! It has been requested that we do not break for the summer months. So, we will most likely keep our same second Tuesday of the month for Puzzle Palooza throughout the summer if there are enough teams to run the program!

Nerf Wars Private Parties are starting to fill up! Only a few more spots available to book. We have Family Nerf open to the public on the 26th and 27th from 6:00PM to 9:00PM. Walk ins are welcome for just \$10 per person! And of course, our Toddle Blacklight Party for 2–5-year-olds from 10:00am to 1:00pm on the 26th and 9:00am to 10:00am on the 27th, \$5 per child and parents are free!

Mother Daughter will be held May 18th out at the Keel Boat. There are two session times available, either 9:00am to 11:30am or 1:00pm to 3:30pm. The theme this year is tea party! We can't wait to have a fun bonding day for just moms and daughters!

Kid's Camp is almost fully staffed for the summer! Registration opens on April 18th at noon for all 8 weeks of camp! We have a few returning themes as well as some new and exciting ones! Preschool camp and kinder camp are held at the Davidson Park Clubhouse, and half day AM, PM, and full day camps are out at the Keel Boat at Spring Lake Park!

Sk8 Nites are back at the Raymond Center! We have open times to the public on April 7th, 23rd, 24th, and 28th this month! Only a few private parties left to book before the end of the school year! More will open up for the summer months! We have rentals available and just purchased some more skate aides for the younger skaters!

Campus Club is gearing up for the summer program with our registration opening on Thursday, April 11th. We are planning for 100 students but, due to more staff members being interested in working this year, we may be able to up our registration numbers.

Campus Club is winding down for the school year with our last day being Friday, May 17th. To end our last quarter, we put together a competition for our schools. Each school was challenged to create their own board game. Once completed, we brought the games to the WPRD offices where they were played and voted on by the staff. All sites earned an ice cream party for completing the challenge and the winning school is having their board game sent off to be made into an actual game. We are looking into the possibility of using this as a Campus Club fundraiser and giving families the option to purchase a game for themselves.

Our winning board game is from our McVay Campus Club students with Kookie Kingdom! Halsie Knouf is here with her students to present it to you.

RECREATION PORTFOLIO – Winter programming 2024

In House Rec Leagues-

Program: Youth Soccer

Dates: March 25 – May 9

Fee: 3-4YO: \$25.75 / 5-6YO: \$30.00 / 7-12YO: \$36.00

Current Registration Numbers: 487

2023 Registration Numbers: 311

2022 Registration Numbers: 355

Special Note or Highlight:

The 2024 season has been the largest in spring soccer history! All sessions used to take place on Saturdays only. This year due to the large increase in numbers, there are now 9 sessions spread across Monday-Saturday. I do need to note that the volunteer coaches have been great in helping the program thrive!

Program: Girls Run Strong

Dates: Mar 19 – May 9

Fee: \$45.00

Current Registration Numbers: 30

2023 Registration Numbers: 33

2022 Registration Numbers: 25

Special Note or Highlight:

Girls Run Strong is an impactful program for young girls to discover themselves! We have had a great turnout, and girls continue to show up and thrive in this program. I have many special guests scheduled to come speak to the girls such as Milestone Health, Williston Cross Country teams, etc. It has been a blast thus far!

Program: Wonders Swim

Dates: Mar 18 – May 6

Fee: \$5.00

Current Registration Numbers: 20

2023 Registration Numbers: No program

2022 Registration Numbers: No program

Special Note or Highlight:

This is the first time running the Wonders Swim program. It is a low-cost swim program provided for Wonders group. They have the option to obtain swim lessons from Angelfish certified lifeguards or enjoy open swim on their own. We will be providing this program for the Wonders in September as well.

Program: Lacrosse Clinic

Dates: April 13th

Fee: Free

Current Registration Numbers: 20

2023 Registration Numbers: No program

2022 Registration Numbers: No program

Special Note or Highlight:

This clinic will take place at the Williston ARC Turf and will be coached by two ex-college lacrosse players. They have a passion for Lacrosse and want to bring the sport to the youth of Williston. The purpose of this clinic is to gain awareness and see if there is interest in a possible league in the future.

Current Program: 3-6th Boys basketball

Dates: 1/9/24-3/9/24

Fees: \$38

2024 Registration: 119

2023 Registration: 117

2022 Registration: 112

Special Notes:

So far, the games are going great. Great coaches and well-matched teams. Overall, this has been a great season for youth b-ball!! Awesome games. Games ran smoothly. Most of all, I saw a ton of kids really get a feel and understanding of the game of basketball.

Current Program: Spring Adult Volleyball League

Dates: Feb 26-May 1

Fee: \$253.25/\$190.00

Current Registration Numbers: 25

2023 Registration Numbers: 33

2022 Registration Numbers: 26

Special Note or Highlight:

Things are running smoothly with this league. I haven't heard any complaints lately. Just preparing for postseason and ordering prizes.

Ended Program: Strider Session 1 & 2

Dates: March 18-25

Fee: \$28

Current Registration Numbers: 16

2022 Registration Numbers: 18

2021 Registration Numbers: 8

Special Note or Highlight:

Strider is a cute program. Although we don't necessarily follow the curriculum that is given to us. We changed it up depending on their ability day to day. We played fun games and gave out prizes and the kids really enjoyed it. Especially the last day with prizes and obstacle courses.

Current Program: Ballin in the Basin Spring

Dates: April 6-7

Fee: \$200 per team

Current Registration Numbers: 90 teams

2022 Registration Numbers: 89 teams

2021 Registration Numbers: 84 teams

Special Note or Highlight:

After dropping out teams we reached a total of 90 teams. The tournament continues to slowly grow, and we continue to add fun features and improve production. We are using the most courts we have had to use with a total of 9 for this tournament. With additions to hospitality, handouts, referee quality and other small contributions we hope that this spring tournament is the best tournament yet.

Program: Chaos Volleyball

Dates: December 15,2023-May 5,2024

Fee: \$565.00

Current Registration Numbers: 71

2023 Registration Numbers:53

2022 Registration Numbers:58

Special Note or Highlight:

We have been able to provide new net systems for the Raymond center covered by fundraising efforts! All ages 10U-18U so far have had a successful season.

Program: Cal Ripken

Dates: February 15, 2024-July 15,2024

Fee: \$190.00

Current Registration Numbers:81

2023 Registration Numbers:86

2022 Registration Numbers:93

Special Note or Highlight:

9 u Cal Ripken will be hosting the state tournament this year.

Program: Babe Ruth

Dates: Feb 15,2024-August 4th, 2024

Fee: \$215.00

Current Registration Numbers: 39 Registration is lower than normal with Babe Ruth 15-year-olds now being a legion team.

2023 Registration Numbers:44

2022 Registration Numbers:50

Special Note or Highlight:

13-year-old group will be hosting Regionals this year.

Upcoming April Programs:

- Boys Break Through
- Strider Session 3
- Youth Track

FITNESS & WELLNESS PORTFOLIO

Group Fitness

- **March Group Fitness** – Number of participants was **1070 compared** to 1185. **We offered 154 classes** compared to 154. There is an average of 7 participants, compared to 8 from last month.
- **Les Mills-** We are starting a new program called Les Mills Strength Development. This is a special paid program that is 6 weeks long and will start in April.

Fitness Programs March Numbers and Updates-

- **Total Fitness Fusion-** We are taking a break from this program for the fall.
- **Workshops for Women-** Prenatal, Postpartum, and Menopause Workshops. The workshops are less expensive and will give women the tools to safely exercise in our group classes and on their own. Next workshop date will be announced later.
- **Women & Weights-** the second round started and was full with 16 participants.
- **Women's Workout Wisdom-** It is designed to help women build confidence and learn about issues and concerns that they face in daily life such as hormones fluctuations and stress and how they affect their fitness journey. Taking a break as numbers were low. Trying these subjects in workshops to see if numbers will come up.
- **Pink Gloves Boxing** – The first round of the year has 23 enrolled between the AM and PM class.
- **Meal Prep and Nutrition Knowledge Course-** This is a one-month course. Participants will learn basic Nutrition Knowledge and the importance of Meal Prep. They will meet every Tuesday evening in the ARC Kitchen to prep 2-3 meals to take home, all while discussing various nutrition topics. Next course will run October 1st-October 22nd.

Youth Fitness Programs March Numbers and Updates-

- **Youth Boot Camp-** The second round started with 14 kids enrolled.
- **Lifting and Power Performance for Tweens & Teens-** the second round started with 10 kids enrolled.
- **NEW! Advanced Lifting and Power Performance for Tweens & Teens-** We have decided to start an advanced class for teen lifting. Participants have to have already taken the LPP class and much be pre-approved by the instructor for this class. The first round started with 6 kids.
- **Youth Outdoor Cycling-** Will return summer 2024.
- **Youth Pink Gloves Boxing-** The second round started and has 16 enrolled.
- **Kids night out-** We had 76 compared to 82 last month.
- **Tyke Time- Tyke Time:** The second round of tyke time had over 150 kids between 3 sessions.

Fitness Center/Equipment

- Equipment is mostly in good working order. Tech will be out soon to work on machines with a few issues.
- We are discussing replacement of free weight room cable machine.

Personal Training:

- **100 sessions completed** – Compared to 167 last month.
 - 30 min- 7 compared to 8 last month
 - 45 min- 42 compared to 53 last month
 - 60 min- 34 compared to 46 last month
 - 30 min grp- 0 compared to 0 last month
 - 45 min grp- 2 compared to 4 last month
 - 60 min grp – 16 compared to 26 last month
 - **Initial Assessments**- 2 compared to 6 last month.
 - **Total Sales: \$10,300.00** compared to \$3811.00 last month
 - **PT Discounts- \$1161.20 for bday special total made was \$9138.80**
 - **Total Sessions Purchased 302** compared to 126 last month.
 - **New inquiries**- 4 compared to 6 last month.

Senior Fitness & Wellness– March Silver Sneakers Numbers

- **SilverSneakers New membership – 8 signed up** compared to 14 last month.
- **SilverSneakers total monthly visits- 1045** compared to 1071 last month.
- **SilverSneakers Monthly Payment- Feb \$2019.00**
- **SilverSneakers (senior fitness) Fitness class attendance-** We had 189 participants compared to 205 last month and we offered 17 classes compared to 17 last month, this includes the sit to get fit class numbers.
- **Onsite Senior Fitness Classes at the Senior Center-** We offered 10 classes between sit to get fit and chair yoga, compared to 11 classes last month, We had 109 participants compared to 117 last month.
- **ASH Fitness Active & Fit/Silver & Fit-**
 - New Memberships- 3 compared to 3 last month.
 - Total Monthly visits- 22 compared to 16 last month.
- **Onepass and Renew active memberships are now available for seniors with the following insurance:** Medica insurance, United Healthcare, Medicare Advantage, AARP Medicare Supplement, United healthcare group retiree.

Senior Fitness & Wellness Updates

We want to give a huge THANK YOU to all speakers for volunteering their time to come and talk to all of our seniors. Contacting different businesses in town to come in to talk to Seniors about topics they are interested in. We have different speakers coming in each month.

- On March 12th, CHI will be here to talk to the seniors about Stroke Awareness and do Blood Pressure Checks. The Williams County Bookmobile will also park at the ARC for a couple of hours on March 6th.
- In February, we had Nutrition and Beyond' s Kari Downer, speak with the seniors about optimizing energy levels. This was a successful lunch and learn with about 25 attendees.
- Senior Challenges
 - GO 2024 Fitness Challenge
 - Senior Marathon in a Month-May

Senior Room

Thank you to the James Memorial Art Center as they are displaying old time photography of the Williston area in the senior room. The display this quarter is "Main Street Now and Then."

Fitness Special Events update:

- **Go 2024 Challenge Jan 8th-March 7th** This is our largest fitness challenge of the year. We have over 215 participants and about half on track. The challenge is put on by WPRD, but all prizes come from community sponsors. In this challenge, participants strive to reach 2024 minutes of exercise in 60 days. The challenge ends with the Annual Community Health Fair on March 7th. The challenge will be done on March 7th.
 - **Community Health Fair Mar 7th**
 - 22 vendors will participate in the Community Health Fair. This is a community event where vendors can come display and talk about the ways they help citizens with their health and well-being. WPRD will also hand out the GO 2024 Fitness Challenge T-shirts at the event.
 - **Food with Friends**
 - March 26th: This is a new approach at a cooking class in the kitchen. Hoping a name change and price change help participation numbers.
 - **Summertime Snacks**
 - June 11th. This will be a child and guardian class in the kitchen. We will make 3 summertime themed snacks to help keep kids on track with their nutrition in the summer months.

Trails

- The 2022 Little Muddy Trail Improvement Grant money was approved for use.
 - 4 park benches were ordered.
 - 2 bike maintenance stations were ordered
 - 1 doggy clean up station was ordered.
 - We have been reimbursed.
 - Jim Cote has received all the new equipment and is working on getting it installed.
- We applied for another RTP grant this time for just under 250,000. This is an 80/20 grant, we applied to get 3 miles of the Little Muddy Trail repaved starting at 26th street all the way to the trail head on Broadway.

FINANCE PORTFOLIO

March 2024 Financials

- **Revenue/Expenses**
 - March Revenue: **\$798,833.53**
 - March Expense: **\$697,388.77**
- **Sales Tax**
 - 1% Sales Tax: **\$912,204.53**
 - .5% Operations: **\$456,102.27**
- **Cash Fund Balance at the end of March:**
 - **\$3,304,466.42**
- **CD's: ASB**
 - General Reserve CD:
 - **\$485,103.56**
 - **4.26%**
 - WPR CD:
 - **\$106,291.80**
 - **4.2%**

Total Funds available to WPRD as of March 31st, 2024: \$3,895,861.78

Membership/Daily Visit Update
March 2024

Paid Daily Visits

Membership Totals

Adult: **2396** Avg Per Day: **79**

Child: **3891** Avg Per Day: **129**

Seniors: **142** Avg Per Day: **5**

(\$1 Every Thursday)

Homeschool Daily Visits: 147

Avg per Week: 36

Member Visits: 26,721

WSC Student Visits: 1,424

Team Practice Visits: 1,276

Child 1 month: **76**
Child 6 month: **75**
Child 12 month: **202**
Monthly Billing: **96**

Adult 1 Month: **293**
Adult 6 Month: **195**
Adult 12 Month: **265**
Monthly Billing: **472**

Senior 1 Month: **53**
Senior 6 Month: **67**
Senior 12 Month: **115**
Monthly Billing: **30**

Veteran 1 Month: **23**
Veteran 6 Month: **16**
Veteran 12 Month: **21**
Monthly Billing: **31**

Corporate Memberships

Registrations: 7

Corporate 12 month: **36**
Corporate 6 month: **36**
Corporate Senior: **11**
Corporate Family 6 month: **33**
Corporate Family 12 month: **35**
Corporate Monthly Billing: **50**

WSC Student Memberships: **312**
WSC Employee Memberships: **24**

3 Month Scholarships

Adult: **22**
Child: **20**

2024

APRIL

SUNDAY

CALENDAR YEAR

CALENDAR MONTH

FIRST DAY OF WEEK

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

31	01	02	03	04	05	06
	<p>RFCC: WHS Baseball/Softball Keel: ARC: Mtg: Courts: Parks: Pool: Boy Scouts #316</p>	<p>RFCC: Keel: ARC: Mtg: Courts: Parks:</p>	<p>RFCC: WHS Baseball/Softball Keel: Opportunity Foundation ARC: Mtg: DFS, Chord Energy Courts: Parks:</p>	<p>RFCC: Keel: Opportunity Foundation ARC: Mtg: Michelle, meal prep, ND Assoc of Realtors x 2 Courts: Parks:</p>	<p>RFCC: Ballin' Basketball Tournament, Full Circle Strongman Competition Keel: Opportunity Foundation ARC: Ballin' Basketball Tournament Mtg: Ballin' Basketball Tournament Courts: Ballin' Basketball Tournament Parks:</p>	<p>RFCC: Ballin' Basketball Tournament, Full Circle Strongman Competition Keel: Olive Motherhood ARC: Ballin' Basketball Tournament Mtg: Williston Market Courts: Ballin' Basketball Tournament Parks:</p>
07	08	09	10	11	12	13
<p>RFCC: Ballin' Basketball Tournament Keel: Kirsten Bday Party ARC: Ballin' Basketball Tournament Mtg: Ballin' Basketball Tournament Courts: Ballin' Basketball Tournament Parks:</p>	<p>RFCC: WHS Baseball/Softball Keel: ARC: Mtg: Courts: Parks:</p>	<p>RFCC: Keel: ARC: WMS Track Meet Mtg: Wilmac, Puzzlepalooza Courts: WMS Track Meet Parks:</p>	<p>RFCC: Home Garden Show, Clay Target Photos Keel: ARC: Mtg: DFS, STEM, Community Builders Courts: Parks:</p>	<p>RFCC: Home Garden Show Keel: ARC: Mtg: WBSD7 Admin, Kraken Oil x 2, Sea Lions Banquet x 3 Courts: United Dreams Parks:</p>	<p>RFCC: Home Garden Show Keel: Girl Scouts Service Unit ARC: Mtg: Olive Motherhood, Kraken Oil x 2 Courts: Parks:</p>	<p>RFCC: Home Garden Show Keel: Girl Scouts Service Unit ARC: Mtg: Chad Schuchard Party x 2 Courts: Lacrosse Clinic, Ultimate Frisbee Parks:</p>
14	15	16	17	18	19	20
<p>RFCC: Home Garden Show Keel: ARC: Mtg: Courts: Parks:</p>	<p>RFCC: WHS Baseball/Softball Keel: ARC: Mtg: Courts: Parks:</p>	<p>RFCC: Bailey Rodeo Keel: ARC: Mtg: Courts: Girls Tennis vs. Minot Parks:</p>	<p>RFCC: Bailey Rodeo Keel: ARC: Kids Day Out in Pool Mtg: DFS/WSC, School Board Election Courts: Parks:</p>	<p>RFCC: Bailey Rodeo Keel: ARC: Homeschool Group Mtg: Courts: United Dreams Parks:</p>	<p>RFCC: Bailey Rodeo Aeromet Smoke School Keel: ARC: Kids Night Out Mtg: Kids Night Out Courts: Parks:</p>	<p>RFCC: Bailey Rodeo Keel: Hailea Arnstad Bday Party ARC: Mtg: Danielle Wiebusch x 2, Darla Ratzak Retirement Party Courts: Girls Tennis Vs. St Marys, Williston United Tryouts turf Parks:</p>
21	22	23	24	25	26	27
<p>RFCC: Bailey Rodeo Keel: Kate Bday Party ARC: Mtg: Courts: Parks:</p>	<p>RFCC: WHS Baseball/Softball Keel: ARC: Mtg: Courts: Parks:</p>	<p>RFCC: Roller Skating Keel: ARC: Mtg: WCCU Courts: Parks:</p>	<p>RFCC: Roller Skating, Nerf Wars Keel: ARC: Mtg: WCCU, DFS Courts: Parks:</p>	<p>RFCC: Nerf Wars Keel: ARC: St. Joes, Run For Fun Mtg: WCCU, WERC Training Courts: Chaos Volleyball Practice, United Dreams Parks:</p>	<p>RFCC: Boss Lady Vendor, Nerf Wars Keel: ARC: Mtg: Courts: Girls Tennis vs. Legacy Parks:</p>	<p>RFCC: Boss Lady Vendor, Nerf Wars Keel: Sierra Oas Wedding ARC: Trenton After Prom Mtg: Mary Catherine Anderson, Rhonda x 2 Courts: WHS Tennis vs Mandan, Ultimate Frisbee, Tyler track meet?? Parks:</p>
28	29	30	01	02	03	04
<p>RFCC: Nerf Wars Keel: Sierra Oas Wedding ARC: Mtg: Rhonda x 2, Hannah Lindley baby shower Courts: Parks:</p>	<p>RFCC: WHS Baseball/Softball Keel: ARC: Mtg: Courts: Parks:</p>	<p>RFCC: Keel: ARC: Mtg: Knife River x 3 Courts: Parks:</p>				
05	06	07	08	09	10	11

2024

MAY

CALENDAR YEAR

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

28	29	30	01	02	03	04
			RFCC: WHS Baseball/Softball Keel: ARC: Mtg: Chord Energy x 3 Courts: Parks:	RFCC: Keel: ARC: Mtg: Chord Energy Courts: United Dreams Parks:	RFCC: Boots N Brews Keel: Molly Whitman ARC: Mtg: Courts: Parks:	RFCC: Boots N Brews Keel: Molly Whitman ARC: Mtg: Williston Market Courts: Parks:
RFCC: Boots N Brews Keel: Molly Whitman ARC: United Dreams Festival Mtg: Courts: United Dreams Festival Parks:	RFCC: Shrine Circus Keel: ARC: Mtg: Williston United Board Courts: Girls Tennis vs. Minot MS/JV2 Parks:	RFCC: Shrine Circus Keel: ARC: Mtg: Courts: Parks:	RFCC: Keel: ARC: Grenora Elementary School Mtg: Community Builders Courts: Parks: Grenora Elementary School	RFCC: Keel: ARC: Stanley Elementary (60) Mtg: WBSD7 Admin Courts: Girls Tennis vs. Dickinson MS/JV2, Girls Run Strong (Track) Parks: Pool: Stanley Elementary (60)	RFCC: Basin Kruzers Keel: ARC: Mtg: Courts: Band Day Parks:	RFCC: Basin Kruzers Keel: ARC: Mtg: Alissa Chavez baby shower, ND Safety Council Courts: Parks: Band Day
RFCC: Basin Kruzers Keel: ARC: Mtg: Courts: Parks:	RFCC: Keel: Fox Hills Elementary ARC: Mtg: Courts: Parks:	RFCC: Roller Skating Keel: Fox Hills Elementary ARC: Mtg: Puzzlepalooza Courts: Girls Tennis Vs. Minot North Parks: Pool: Powers Lake 3rd grade (12)	RFCC: Roller Skating Keel: ARC: Garden Valley Field Day Mtg: Courts: Parks:	RFCC: Roller Skating Keel: Mother/Daughter Day ARC: Homeschool Group, Marketplace For Kids (Tent) Mtg: Courts: Parks:	RFCC: Keel: Mother/Daughter Day ARC: Mtg: Courts: Parks:	RFCC: Junior Kids Marketplace Keel: Mother/Daughter Day ARC: Mtg: Beth Carl Courts: Parks: Virgil Syverson Luau
RFCC: Junior Kids Marketplace Keel: Mother/Daughter Day ARC: Mtg: Haskins, Rehak Courts: Parks: Suicide Prevention (Harmon)	RFCC: Community Sale Keel: ARC: Mtg: Courts: Parks:	RFCC: Community Sale Keel: ARC: Mtg: Courts: Parks:	RFCC: Community Sale Keel: ARC: Mtg: Courts: Parks:	RFCC: Community Sale Keel: ARC: Sidney Grade School (TENT) Mtg: Courts: Parks:	RFCC: Community Sale Keel: ARC: Mtg: WBSD7 Childcare Courts: Parks: Harlows End of Year BBQ Davidson	RFCC: Community Sale, Nichol Beyer grad party upstairs Keel: Magen Myers Grad Party ARC: Mtg: Ziegler Courts: Parks: Stenberg Grad Party SLP
RFCC: Community Sale Keel: ARC: Mtg: Amy Larsen grad party Courts: Parks:	RFCC: Keel: ARC: Mtg: Courts: Parks:	RFCC: Keel: ARC: Mtg: Courts: Parks:	RFCC: Keel: Kids Camp ARC: Mtg: Chord Energy Courts: ND42 Volleyball Camp Parks:	RFCC: Relay For Life Keel: Kids Camp ARC: Mtg: Courts: ND42 Volleyball Camp Parks:	RFCC: Relay For Life Keel: Kids Camp ARC: Mtg: Courts: ND42 Volleyball Camp Parks:	

2024

JUNE

SUNDAY

CALENDAR YEAR

CALENDAR MONTH

FIRST DAY OF WEEK

Calendar Year	Calendar Month	First Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			26	27	28	29	30	31	01
						RFCC: Keel: ARC: Mtg: Courts: Parks:	RFCC: Keel: ARC: Mtg: Courts: Parks:	RFCC: Keel: ARC: Mtg: Courts: Parks:	RFCC: Relay For Life Keel: Kids Camp ARC: Mtg: Gunlikson Grad Party, Ellvanger Grad Party Courts: Parks: Sletto Grad Party SLP
			02	03	04	05	06	07	08
			RFCC: Keel: Kids Camp ARC: Swim Camp Mtg: Courts: Parks:	RFCC: Keel: Kids Camp ARC: Swim Camp Mtg: Williston United Board Courts: Parks:	RFCC: Williston PD Bike Rodeo Keel: Kids Camp ARC: Swim Camp Mtg: Courts: Cross Fit Camp Parks:	RFCC: Keel: Kids Camp ARC: Swim Camp Mtg: Chord Energy Courts: Cross Fit Camp Parks:	RFCC: Keel: Kids Camp ARC: Swim Camp Mtg: WBSD7 Admin Courts: Cross Fit Camp Parks:	RFCC: Sassy Lady Vendor Show Keel: Brandon Combs Wedding ARC: Swim Camp Mtg: Kids Camp, Marshall Wedding Courts: Parks:	RFCC: Sassy Lady Vendor Show Keel: Brandon Combs Wedding ARC: Swim Camp Mtg: Marshall Wedding Courts: WSC Basketball Camp Parks:
			09	10	11	12	13	14	15
			RFCC: Keel: Brandon Combs Wedding ARC: Swim Camp, Williams County Election Mtg: Marshall Wedding Courts: Williams County Election, WSC Basketball Camp Parks:	RFCC: Keel: Kids Camp ARC: Williams County Election Mtg: Courts: Williams County Election, BBall Court Resurfacing Parks:	RFCC: Keel: Kids Camp ARC: Williams County Election Mtg: Courts: Williams County Election, BBall Court Resurfacing Parks:	RFCC: Keel: Kids Camp ARC: Mtg: Community Builders Courts: BBall Court Resurfacing Parks:	RFCC: Keel: Kids Camp ARC: Mtg: Courts: BBall Court Resurfacing Parks:	RFCC: Keel: Campus Club ARC: Mtg: Kids Camp Courts: BBall Court Resurfacing Parks:	RFCC: Jess Memorial Keel: Toni Marquardt ARC: Mtg: Courts: BBall Court Resurfacing Parks: CHI Sugar Bust Fun Run, Henry Cox-Virgil
			16	17	18	19	20	21	22
			RFCC: Keel: ARC: Mtg: Courts: BBall Court Resurfacing Parks:	RFCC: Keel: Kids Camp ARC: Mtg: Courts: BBall Court Resurfacing Parks:	RFCC: Roller Skating Keel: Kids Camp ARC: Mtg: Courts: BBall Court Resurfacing Parks:	RFCC: Roller Skating Keel: Kids Camp ARC: Mtg: WERC Training Courts: BBall Court Resurfacing Parks:	RFCC: Keel: Kids Camp ARC: Mtg: Anderson Wedding Courts: BBall Court Resurfacing Parks:	RFCC: Norteno Concert Keel: Campus Club ARC: Mtg: Anderson Wedding Courts: BBall Court Resurfacing Parks:	RFCC: Norteno Concert Keel: Eckert Fishing Substance Abuse Event ARC: Mtg: Anderson Wedding Courts: BBall Court Resurfacing Parks: Artfest (Rec Park)
			23	24	25	26	27	28	29
			RFCC: Keel: ARC: Mtg: Anderson Wedding Courts: BBall Court Resurfacing Parks:	RFCC: Keel: Kids Camp ARC: Mtg: Courts: Parks:	RFCC: Keel: Kids Camp ARC: Mtg: Courts: Parks:	RFCC: Keel: Kids Camp ARC: Mtg: Chord Energy Courts: Parks:	RFCC: Ink Masters Tattoo Keel: Kids Camp ARC: Mtg: Courts: Parks:	RFCC: Ink Masters Tattoo Keel: Campus Club ARC: Mtg: Kids Camp Courts: Parks:	RFCC: Ink Masters Tattoo Keel: ARC: Mtg: Courts: Parks:
			30	01	02	03	04	05	06
			RFCC: Ink Masters Tattoo Keel: ARC: Mtg: Courts: Parks:						



March 27, 2024

To the Board of Directors
Williston Parks & Recreation District
Williston, North Dakota

We have audited the financial statements of Williston Parks & Recreation District as of and for the year ended December 31, 2023, and have issued our report thereon dated March 27, 2024. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our letter dated December 12, 2023, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Williston Parks & Recreation District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding a significant control deficiency during our audit in our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated March 27, 2024.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

As stated in our auditor's report, professional standards require us to design our audit to provide reasonable assurance that the financial statements are free of material misstatement whether caused by fraud or error. In designing our audit procedures, professional standards require us to evaluate the financial statements and assess the risk that a material misstatement could occur. Areas that are potentially more susceptible to misstatements, and thereby require special audit considerations, are designated as "significant risks". We have identified the following as significant risks in addition to the previously communicated risks:

Recording of Material Capital Asset Additions- We identified a significant risk related to the recording and tracking of capital assets as the Park District could miss material additions that should be included.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Williston Parks & Recreation District is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2023. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. No such significant accounting estimates were identified.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. There were no financial statement disclosures that we consider to be particularly sensitive or involve significant judgment.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

The attached schedule of misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management.

The following summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and each applicable opinion unit.

General Fund and Governmental Activities		
Understatement of expenses	\$81,794	
Overstatement of beginning net position`		\$81,794

The effect of this uncorrected misstatement for the year ended December 31, 2023, for the general fund and the governmental activities, is an understatement of change in net position of \$81,794, and an overstatement of beginning net position of \$81,794.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Williston Parks & Recreation District financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report.

We have made the following modifications to our auditor's report.

We added an Emphasis of Matter paragraph to draw attention to the modified cash basis of accounting used to prepare the financial statements.

Representations Requested from Management

We have requested certain written representations from management which are included in the management representation letter dated March 27, 2024.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Williston Parks & Recreation District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Williston Parks & Recreation District's auditors.

The modified cash basis financial statements include the modified cash basis financial statements of Williston Parks and Recreation Foundation, a discretely presented component unit, which for the purposes of our audit, we did not consider to be a significant component of the modified cash basis financial statements. Consistent with the audit of the financial statements as a whole, our audit included obtaining an understanding of Williston Parks and Recreation Foundation and their environment, including internal control, sufficient to assess the risks of material misstatement of the modified cash basis financial statements of Williston Parks and Recreation Foundation and completion of further audit procedures.

This report is intended solely for the information and use of the Park Board, and management of Williston Parks & Recreation District and is not intended to be, and should not be, used by anyone other than these specified parties.

Eide Bailly LLP

Bismarck, North Dakota

Audit Adjustments

	Debit	Credit
To Back Off CY Accruals - change to modified cash basis		
Federal Withholding	\$ 267,634.00	
Retirement	95.00	
Vision	1,630.00	
Fund balance	79,685.00	
State Withholding		\$ 5,136.00
FICA Tax Withholding		302,026.00
Voluntary Life Insurance		91.00
Dental		1,949.00
Full Time Wages		39,842.00
To reverse prior year backed off accrual entry as client did not post prior year entry.		
Full Time Wages	67,537.00	
Fund balance		67,537.00
To Record Current Year bond Activity Through US Bank.		
Including: Interest Earned, transfers between accounts, debt service payments, and fees		
Wire Transfer	3,160,122.00	
Principal Payments	4,430,000.00	
Interest Payments	1,400,429.00	
Bond Fees	2,750.00	
Tax Account	1,815,201.00	
Replacement & Repair	140,011.00	
Early Bond Payment	2,147.00	
Sub Bonds	416,675.00	
Senior Bond Payment	1,598,077.00	
Reserved Cash	6,041,237.00	
Reserve Account Fund Balance		9,067,930.00
Interest Checking Account		112,389.00
Transfers into General Revenue Account		4,262,410.00
Bond Tax Revenue		5,563,920.00
To record current year CD activity including General Fund CD's, General Reserve CD's, and World Series CD's		
WPR General Fund CDAR	102,013.00	
WPR General Reserve CDAR	465,670.00	
BRWS CDAR	101,507.00	
WPR CDAR Fund Balance		565,566.00
Interest		2,117.00
BRWS CDAR Fund Balance		101,507.00

To reverse partial debt service activity that was recorded.			
General Revenue Bond Payment	4,262,410.00		
Tax Revenue	5,563,920.00		
Wire Transfer			4,262,410.00
Wire Transfer			5,563,920.00
To record transfer in between general fund and debt service fund			
Transfer to GF Revenues for Bond	1,102,288.00		
Revenue Bond Payment			1,102,288.00
To recode transfers that should have been expenses.			
Transfer	23,792.00		
Campus Club Staff	15,455.00		
Miscellaneous	4,361.00		
Full Time Wages			23,792.00
Transfer			15,455.00
Transfer			4,361.00
To recode the transfer from Beer to Trust which should have been coded as an expense to Beer sales instead of a transfer			
Beer Sales	6,307.00		
Transfer to Trust			6,307.00



JB Surfaces Inc.
736 NW 40th St
Fargo, ND 58102
701-282-0175
701-282-8278 Fax

Proposal / Contract

Joe Barsch
 Williston Park and Recreation
 Williston ND

Project: Hammon Park Pickleball Court Facility

Item Description	Total Price
------------------	-------------

Option One – Surfacing over new concrete

- Acid wash and clean new concrete surface removing unwanted dirt and debris.
- Apply Ti Coat concrete adhesion promoter to concrete that will be surfaced.
- Apply one layer of sand fortified acrylic resurfacer to pickleball and basketball court.
- Apply two layers of California Products Plexi-Pave color *(color to be chosen by owner)*
- Layout and stripe regulation pickleball playing lines. *(white)*

Pickleball Equipment in ground

- Supply and install six sets of Douglas Premier RD Posts (black or green) and associated ground sleeves.
- Supply and install six PN 30 Pickleball nets.

Total \$ 62,980.00

Joint Sealing

- Seal saw cut control joints
- Seal construction joints up to 1" wide

Add Per ft \$ 2.25
Add per ft \$ 5.50

Option Two – Surfacing over New Asphalt

- Wash and clean new asphalt surface removing unwanted dirt and debris.
- Apply one layer of sand fortified acrylic resurfacer to pickleball and basketball court.
- Apply two layers of California Products Plexi-Pave color *(color to be chosen by owner)*
- Layout and stripe regulation pickleball playing lines. *(white)*

Pickleball Equipment in ground

- Supply and install six sets of Douglas Premier RD Posts (black or green) and associated ground sleeves.
- Supply and install six PN 30 Pickleball nets.

Total \$ 59,867.00

Project Notes:

- The above surfacing and equipment prices are for budgetary purposes and are subject to change.
- The above pricing is based on a total area not to exceed 42,325 sq ft.
- The above price is based on completing work in 2024.
- The above price is based on applying acrylic surfacing over new concrete or asphalt that is suitable to be

- surfaced and free of irregularities that would require grinding or patching prior to surfacing. If grinding or patching must be done additional charges for time and material will apply.
- JB Surfaces reserves the right to amend these prices if an on-site inspection reveals conditions that are unknown at the time of bid.
 - The above price includes having the pickleball courts surfaced with up to three colors.
 - Above pricing for pickleball net post installation in option one is based on there being a 30" x 30" box out in the concrete surface for each post. The posts will be installed in a 2' diameter circular footing that is at minimum 4 ft in the ground. This price is based on there being no underground obstacles. If obstacles exist additional charges will apply.
 - Option one project will be warrantied only if the concrete is installed with the following conditions. New concrete must be free of curing compounds, have a medium broomed finish, and a suitable vapor barrier placed between the concrete and underlying base material. If curing compound must be removed or the surface needs to be sandblasted to provide the proper profile for adhesion of the acrylic surfacing material, additional charges will apply.
 - The above surfacing system has a two-year workmanship and material warranty with the following exclusions. Delamination from low areas holding water, delamination from sub-surface moisture wicking up through the concrete, delamination caused by the failure of the underlying surface/surfacing material. Cracks of any kind either re-cracking or new cracks appearing, expansion/control joints from re-cracking, sub-surface moisture wicking up through the concrete and existing or new cracks appearing are not considered warranty items and are omitted. The warranty includes only material applied by JB Surfaces and does not cover the adhesion of the underlying layers.
 - Saw cuts will be sealed, however, they will re-crack with the movement of the cement slab and are not warrantied.
 - The above surfacing will be applied in accordance with manufacturers' recommendations. Strict weather / Temperature guidelines of 50-degree temperatures and rising will be adhered.
 - Concrete must cure a minimum of 30 days prior to surfacing.
 - Owner to supply suitable on-site water source/garden hose hook-up to the tennis court.
 - The above prices do not include sales tax.

Contract Notes:

- All of the above work to be completed in a substantial and workmanlike manner according to standard practices.
- Payment due upon completion or finance charges will be assessed 10 days beyond the date of the invoice.
- Any deviation from the above specifications involving extra cost of material or labor will be only executed upon written order for the same and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.
- Because of uncertainties in price and availability of materials due to Covid 19. JB Surfaces reserves the right to amend the above pricing.
- If the above pricing is adjusted due to material price increases the owner will have the option to cancel the project.
- Thank you for the opportunity to provide pricing for this project. If you have any questions or need additional pricing, please contact me at (701) 282-0175

Accepted:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of acceptance: _____

Confirmed:

JB Surfaces Inc

Authorized Signature: Jeff Brusseau, president

Date: September 7, 2023

Estimator: Jeff Brusseau

NORBY

Golf Course Design, Inc.

Addendum One to the Agreement dated June 5, 2023 between the Williston Parks & Recreation District of Williston, North Dakota (Owner) and Norby Golf Course Design, Inc. (Golf Course Architect) for design and consulting services related to master planning services for the Williston Municipal Golf Course and surrounding property. This proposal is based upon a fixed fee for the scope of work defined below.

SCOPE OF ADDITIONAL SERVICES;

Norby Golf Course Design, Inc. shall provide the following additional services:

1. Utilizing the previously prepared Golf Course Master Plan dated February 20, 2024, prepare a Preliminary Grading Plan for the proposed golf course expansion including new golf hole, modifications to existing holes, practice facilities, residential street, homesites, clubhouse, parking lot and irrigation pond.

Update the estimate of probable construction cost based on proposed earthwork quantities, subsurface drainage requirement and proposed golf course improvements.

Additional fee: \$19,400

The purpose of the Preliminary Grading Plan is to aid in determining project feasibility by confirming project cost, earthwork quantities and the potential impact to the existing golf course. The Preliminary Grading Plan shall indicate the general contour and slope for the proposed street and residential development but the final lot configuration, street design and grading of the residential development shall be the responsibility of others.

This phase shall include one (1) site visit for the purpose of gathering information and meeting with the Owner.

SCHEDULE

Work will commence approximately 30 days from acceptance of this proposal. Completion of the Preliminary Grading Plan and updated cost estimates will require approximately 9 months.

TERMS OF PAYMENT

Requests for payment shall be made in January of 2025 as follows:

1. \$2,200.00 upon completion of the initial site visit
2. \$16,000.00 upon completion of the *Preliminary Grading Plan*.
3. \$1,200.00 upon completion of cost estimates.

All direct expenses such as shipping, printing, long distance phone, lodging and travel expenses, etc. are included in the above fee. Additional site visits, if requested, shall be billed at a rate of \$1,500 plus expenses or as agreed to by the Owner and Golf Course Architect.

ACCEPTANCE

Submitted by:

**Norby Golf Course Design
Carver, MN**



By

President

Its

3/27/24

Date

Agreed:

**Williston Parks & Recreation District
Williston, ND.**

By

Its

Date