

May 19,2026

**WILLISTON PARKS AND RECREATION DISTRICT
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
Date May 19,2026 | 5:30PM
Williston, Area Recreation Center (WARC): Jordy Larvik Board Room**

CALL TO ORDER

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

ROLL CALL

Present:

Liffrig, Jangula, Heller, Linghor, Roness

Absent:

Also Present: Joe, Rhonda, Jim Cote, Tyler, Cassie, Mark and Amy from Compass Capitol Jeremy Ludlum, Jessica, Emily, Mason White, Lee

ADDITIONS AND DELETIONS TO THE AGENDA

APPROVAL OF MINUTES

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

Motion Carried

APPROVAL OF BILLS

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

ROLL CALL VOTE:

AYE: Liffrig, Jangula, Heller, Roness, Linghor

NAY: None

ABSENT: None

Motion Carried

APPROVAL OF FINANCIAL STATEMENTS

FINANCIAL REPORT – 2026 Financials

- Working on getting the foundation separate from WPRD as they are their own tax entity.

Capital Funds Summary

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

Capital Fund allocation balances will be updated following completion of month-end interest postings and final close procedures.

Financial Summary

Category	Month Actuals	YTD Actuals
Revenue	\$ 939,300	\$ 5,255,900
Expense	\$ 848,400	\$ 2,912,000
Net Position	\$ 90,900	\$ 2,343,900

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

ROLL CALL VOTE:

AYE: Liffrig, Jangula, Heller, Roness, Linghor

NAY: None

ABSENT: None

Motion Carried

EXECUTIVE DIRECTORS/STAFF REPORT

- SLP overlook project is on the agenda for a contractor recommendation for a contractor just under half will be paid for with grant funding. This project will get started with approval in the board meeting tonight.
- Ice and Turf is working toward a GMP agenda topic in the June park board. Once that is signed off we work towards the start of construction.
- The groundbreaking was moved to May 26th due to weather, but the work has started. There is a 6-mile water reuse line project, vertical and horizontal work to be done.
- Western star is wrapping up planning and beginning to start fundraising for their project.
- Pros Consulting rough draft is still be reviewed, we will reconnect and plan the next site visit in the near future for the strategic growth plan.
- HR- we have filled the 3 of the 4 positions that were open.

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- CAPRA staff was here the week before last and did a site visit through all the facilities, we will be recommended for accreditation.
- Membership have increased to over 6,000 which is not a typical theme this time of year. With adding water world to the membership that has helped keep membership numbers so high.
- Golf course numbers are on the rise we has a great profit for only being open 2 months and the course is has been very busy.
- Marketing has all ballpark signs up, the pavers are also installed at water world. We have updated the system and we can take payment for pavers through our website at this time. Marketing also made a pamphlet for the foundation and updated the website. Marketing will also get an intern.

OLD BUSINESS

- Potential parkland acquisition discussion- Spoke with the realtor and there is a court date, and the quiet title should be processed within the next month.
 - Parcel:01-269-00-00-31-220
 - Parcel: 01-269-00-00-31-210

NEW BUSINESS

- Spring Lake Park Nature Center- operations update
 - Lee spoke to the board for a recap of the spring pop up exhibit that was at SLP, it was a huge success with hundreds of people that came through. Multiple schools have also reached out to do field trips. The center will shut down during the summer months and will come back in the fall. Spring 2027 it is desired to make long-term decisions that may lead to a more permanent space. If a permanent space is not available, they are considering a mobile unit. There is an option to apply for grants as well as raise money.
- Lions club update- SLP amphitheater renovation project
 - Jeremy Ludlum is representing the Lions Club and here to present to the board requesting funds to help renovate the amphitheater including seating, resurface the stage, replace the roof on the shelter, remove some dead trees, add a new shelter, and much more. There are also plans to make this area ADA compliant including the sidewalk up to the amphitheater from the parking lot.

Motion by Roness, **Seconded** by Linghor, to approve WPRD to donate \$25,000 to Lions club for the SLP amphitheater renovation project.

ROLL CALL VOTE:

AYE: Liffrig, Jangula, Heller, Roness, Linghor

NAY: None

ABSENT: None

Motion Carried

- Land swap- plat approval: WPRD-WBSD#7: Water world

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- This is a request to swap a parcel of land with the school district in order to build the mini golf course.

Motion by Roness, **Seconded** by Jangula, to approve WPRD and WBSD#7 to do the land swap.

ROLL CALL VOTE:

AYE: Liffbrig, Jangula, Heller, Roness, Linghor

NAY: None

ABSENT: None

Motion Carried

- Contractor Recommendation: SLP overlook project
 - Knife river DBA- Strata- There were two interested firms for the SLP overlook and only one bid came through and it is Knife River under the strata name.

Motion by Linghor, **Seconded** by Roness, to approve Knife River as the DBA.

ROLL CALL VOTE:

AYE: Liffbrig, Jangula, Heller, Roness, Linghor

NAY: None

ABSENT: None

Motion Carried

- WPRD 2026 CIP budget approval-

Motion by Jangula, **Seconded** by Roness, to approve the WPRD 2026 CIP budget.

ROLL CALL VOTE:

AYE: Liffbrig, Jangula, Heller, Roness, Linghor

NAY: None

ABSENT: None

Motion Carried

- Compass Capitol- Mark and Amy presented to the board about the project and debt fund projects. The presented the amount of the bonds and interest on the bonds. These funds can be used towards WPRD projects. Projected annual income is just under 2 ¼ million dollars. As for the reserve funds, the numbers are smaller it has to stay at the trustee bank, following century code the bonds have to be issued by a government agency.
- Capitalization process- this will streamline how capital projects are valued. This means that a project will only be a capitol project if the equipment needed will last more than 2-3 years, anything under that will just be in the day-to-day budget.

Motion by Jangula, **Seconded** by Roness, to approve the new Capitalization process

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ROLL CALL VOTE:

AYE: Liffbrig, Jangula, Heller, Roness, Linghor

NAY: None

ABSENT: None

Motion Carried

- Cash handling policy- The general purpose of this is to streamline how cash is handled between all departments at WPRD. Eliminating having staff moving cash late at night. There will also now be a dual count. This is a basic policy baseline leaving room for departments to build off of it.

Motion by Jangula, **Seconded** by Linghor, to approve the new WPRD cash handling policy.

ROLL CALL VOTE:

AYE: Liffbrig, Jangula, Heller, Roness, Linghor

NAY: None

ABSENT: None

Motion Carried

- Recruitment and selection process policy- This puts us as a Title 6 organization and streamlines all of our hiring process into one document.

Motion by Jangula, **Seconded** by Roness, to approve the new WPRD Recruitment and selection process policy.

ROLL CALL VOTE:

AYE: Liffbrig, Jangula, Heller, Roness, Linghor

NAY: None

ABSENT: None

Motion Carried

CORRESPONDENCE/PUBLIC COMMENT

No correspondence or citizens were present to be heard.

ADJOURNMENT

Motion by Jangula, **Seconded** by Roness, to adjourn meeting

Motion Carried

ATTEST:

Rhonda Ludlum,

Fitness and Wellness Manager