

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



Williston Park Board
Regular Meeting
November 19th, 2024
Williston Area Recreation Center– 5:30pm
Jordy Larvick Board Room

- I. Additions or Deletions to the Agenda
- II. Approval of Minutes
 - a. Regular Board meeting 10/22
- 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 Annual Personnel Manual Audit/ Policy updates
- VIII. Correspondence
 - a. Citizens to be heard.
 - b. Written
- IX. Adjourn

Next Park Board Meeting Tuesday, December 17th, 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

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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.

Joe Barsh, Executive Director
Park District Commissioners – Kelly Heller (President), John Liffbrig (Vice-President), Logan Jangula, Shawn Roness, Derrick Linghor

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**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION
WAS HELD AT 5:30 P.M. OCT 22, 2024, AT THE WARC.**

PRESENT: Jangula, Heller, Roness, Linghor

ABSENT: Liffrig

STAFF: Barsh, Ludlum, Kaneko, Laurie, Jordan, Jim Cote, Kate Cote, Tyler, Casey, Amanda, Jess, Mike, Shaleena, Patrick, Emily, Miranda, Sarah

OTHERS: Rory,

Heller called a meeting to order.

Additions and Deletions to the Agenda- N/A

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

MOTION CARRIED.

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

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

FINANCIAL REPORT – September 2024 Financials

- Revenue/Expense
 - Revenue- \$1,510,940.68
 - Access revenue due to movement of Federal Grant Account funds to general fund + day-to-day operations. This is from the after school program we are no longer using the federal grant for this program.
 - Expense- \$1,391,326.14
 - Access expenses due to passthrough of state and grant for Williston Water World that we received from the state.
 - \$563,541.00
- Sales Tax
 - 1% Sales Tax: \$894,304.78
 - .5% Operations: \$447,152.39
- Cash fund Balance at the end of September
 - \$3,317,568.75
- 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 2024: \$4,010,848.67

Available to WPRD	
January	\$ 3,414,736.01
February	\$ 3,707,568.24
March	\$ 3,895,861.78
April	\$ 4,026,277.55
May	\$ 4,052,787.29
June	\$ 3,817,922.91
July	\$ 3,490,891.27
August	\$ 3,891,235.46
September	\$ 4,010,848.67

EXECUTIVE DIRECTORS/STAFF REPORT –

- Admin- We were approached to add a health food vending machine from a company in town. We sent out an RFP to all other vendors to give them a chance to make an offer. We are wanting to add some type of vending service infrastructure in the future. We will only add a vending machine for now that the company will have to take care of. This will not cross over with Coca Cola.
- Grants- The outstanding grant is the ND Road Fund to get the road paved at SLP. Robert Hermand trust was denied.
- Golf Course- The course closed on Oct 20th and is being winterized. There was some issues with the filters and getting backed up but they are improving. Sarah did great work in the club house over the summer, there have been many improvements made.
- Davidson Park- The project is ongoing. Will finish the fence once tennis is finished.
- HR- Staffing updates, we have two new employees Jordan the membership specialist and also Lourie that will be the Special Events Coordinator which will fall under the rec department now. We have combined the after-school programs campus club and summer camp and Miranda will be in charge of that. Working with timeclock still and will start staff training on the software in November and plan to go live Jan 2025. Working back with taking steps with CAPRA.
- Marketing & PR- Social media accounts are up the aquatics page has 200 followers now. The new brochure is out to all the schools this will be for Jan-May 2025 programs. Programs will open the first week of Nov. Working on a news commercial. Working to make the website ADA compatible, this is a federal regulation that will go in effect in 2026. We were in WSC career fair, and will attend the WHS career fair. We will participate in the Trail of Treats this year as well.
- Child Sitting- In September 31 new kids joined the clubhouse. Every day there was a planned activity for the kids. The bookmobile comes once a month for story time with the kids. We brough back punch passes for people that do not need monthly passports. The new age group started also 4 months to 8 years.
- Parks- There are about 70 new trees planted at SLP. Trees were down at multiple parks due to wind and they are now cleaned up. Working on irrigation and the project is moving ahead. Decommissioned the old well due to the new school being built. The ice is on at the RFCC. The air handler is still not working properly. Outdoor courts have been winterized and we have moved back inside.

- Athletic Fields-
- Facility Operations- Working on the hockey club schedule and scheduling ice time for events, parties, and open skate. Raymond center weekends are booked through the second week of June. New volleyball clubs use the upstairs at the RFCC. Pre-season baseball and soccer tryouts have started, and they are inside at the ARC. Working on booking through April. Working on blocking out courts for basketball clubs. Working with front desk staff training and keeping up with the influx of people inside at the ARC now that the weather is cooling off. Working on getting the indoor track painted, getting new tables and chairs so that we do not have to move around the ones that we have so much. Finalizing all the reservations.
- Maintenance- We had AVI do the fire panel inspection and replaced a fire protector. Got the room dividers looked at and waiting for a quote to replace the ones we have now. The seal on the bottom does not drop and needs to be fixed. They have a ten-year life which is what we are at now. The air filters have been changed for the quarter. The pulley for the turf divider piece came and was able to be fixed. Cleaning the pool. The safety committee will be doing safe forklift operations next.
- Aquatics- Everyday operations in swim lessons, revamping group lessons and then moving onto private lessons. Hiring new guards and people to help with the long waitlist for lessons. The pools are getting acid washed. The slides got cleaned as well. There are a few swim meets coming up the WDA HS swim meet will be in Nov.
- Special Events- Oct puzzle palooza had 12 teams. The next one will be in Nov. Skate night for Oct had a special campus club night and ended the season with a costume party. Roller skating will be back in March 2025. The halloween loop will be Oct 27th and has a new route to help with traffic. There will be traffic control to help with the change. There will be 4 stops on the Spooky Speedway the food bank, free hot dogs from Liberty oil field services, the library with books and the last stop is the bag of candy.
- Campus Club- There is a new Manager, Miranda has taken over this program. All 7 sites are open. We are in need of staff so that we can get the waitlist cleared. Oct 16th was family night at the pumpkin patch.
- Recreation- In-house youth programs are soccer, cheer, flag and tackle football, basketball and youth pickle ball and you tennis. Adult soccer, volleyball is now inside, flag football. Adaptive programs had wonders swim lessons, track and an ATV event and soccer. Tyler took over as the travel sports coordinator. He is working on scheduling all the games. The basketball club is in their 3rd season of the K02 program. They are doing tryouts this year which is new. Boom fast pitch is doing off season work, tryouts will be jan-feb 2025. Working on streamlining fundraising and sponsorships for rec programs. Still in need of a Rec Coordinator.
- Fitness- September group fitness had 1055 participants, and we offered 139 classes. Women and Weights finished the first round of the fall, and the next round will start in Nov the 9am is full so we opened another time at 10:15 am due to the high demand for the class. Youth boot camp finished and the next 4 week round will start at the end of Oct and is full with 14 kids. Youth Pink gloves boxing finished its first round, and the next one will start the first week of Nov and has 9 girls signed up so far. Kids night out ran in Sept. and had 67 children attending, tyke time went every Friday for 4 weeks in sept with over 100 kids attending between all 4 sessions averaging 35 kids per week. Personal training completed 115 sessions compared to 87 last month. There were 211

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pass purchased compared to 34 last month. SilverSneakers had 683 check-ins in September and 178 participated in our group fitness classes.

OLD BUSINESS –

- a. Williston Water World- The building will be done before winter. The live stream is still active.

NEW BUSINESS –

- a. Rory Borho- Moose Park- There will be no vote tonight it will be tabled to have conversations about irrigation. We just want to make sure that the board is aware of the request. We also want the support of the community to move forward.
 - a. Rory is proposing to add a sheet of ice for outdoor ice skating at moose park. He has found a rink kit for under \$5000 it is 44' by 88' and can be removed after each season, you would only have to buy a new liner every year. This would be for young kids not for programs. This is not for club practice it is open to the public and would mostly attract 4–10-year-olds. As of right now there is no lighting planned there are only streetlights on the corner at the park. There is concern about the sprinkler system because there are sprinkler heads where the rink would go. There would have to be rules set into place because it will be a small rink and in close proximity to houses.
 - b. 2025 WPRD Final Budget Forecast- This is called a forecast because we are sales tax budgeted and can change, it is a living document and it is a projection. We are looking at \$10,581,588.25 for 2025 operations, that will leave us with about a \$14.71 profit projected. MOTION by Linghor, SECONDED by Jangula, we approve the 2025 WPRD Final Budget forecast ROLL CALL AYE: Jangula, Heller, Roness, Linghor. NAY: None. ABSENT: Liffbrig
 - c. Policy 141: Generative Artificial Intelligence (AI) Chatbot Usage Policy- This policy would be to use AI here at WPRD to some extent. We want to create a policy to guide what employees can use it for. There will be onboarding and a compliance form that all employees will have to sign. This will be used as a tool. MOTION by Jangula, SECONDED by Roness, we approve Policy 141.
 - d. Policy 265: Payroll Advance- This policy will put measures into place to support staff if they are in need of an advance. This will help employees in times of need without jeopardizing the organization, this would just be a loan and would have to be paid back in a certain amount of time. There will be consequences if it is not paid back on time. MOTION by Linghor, SECONDED by Jangula, we approve policy 265.

No correspondence or citizens to be heard.

MOTION by Jangula, SECONDED by Roness, the meeting adjourn.

MOTION CARRIED.

ATTEST: Rhonda Ludlum, Fitness and Wellness Manager

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WILLISTON PARKS & RECREATION DISTRICT
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-99815	E	296 NDPERS	41129.72	10/07/24	10/24	CL 1596	41129.72
-99814	E	296 NDPERS	844.94	10/07/24	10/24	CL 1666	844.94
-99813	E	283 MWEC	1950.50	10/07/24	10/24	CL 1617	1950.50
-99812	E	454 WIPES LLC	4683.80	10/13/24	10/24	CL 1681	4683.80
-99808	E	294 ND TAX COMMISSIONER	2582.29	10/14/24	10/24	CL 1691	2582.29
-99807	E	254 MERCHANT SERVICES	9329.87	10/14/24	10/24	CL 1613	9329.87
-99806	E	272 MONEY MOVERS	14.20	10/14/24	10/24	CL 1614	14.20
-99805	E	252 MDU	48192.54	10/17/24	10/24	CL 1700	48192.54
-99804	E	69 CAPITAL ONE	1523.42	10/21/24	10/24	CL 1730	1523.42
-99803	E	335 PRO IT LLC	5470.00	10/28/24	10/24	CL 1604	5470.00
-99802	E	296 NDPERS	844.94	10/28/24	10/24	CL 1729	844.94
-99801	E	444 WILLISTON BOYS BASEBALL	600.00	10/28/24	10/24	CL 1749	600.00
83821	S	12 AMERICAN RED CROSS	46.00	10/01/24	10/24	CL 1586	46.00
83822	S	35 BECKER ARENA PRODUCTS	1912.79	10/01/24	10/24	CL 1584	1912.79
83823	S	68 CALLAWAY	502.20	10/01/24	10/24	CL 1488	502.20
83824	S	77 CITY OF WILLISTON	21689.99	10/01/24	10/24	CL 1589	21689.99
83825	S	779 COMMERCIAL LIGHTING	141.94	10/01/24	10/24	CL 1585	141.94
83826	S	173 HILL ENTERPRISES	392.88	10/01/24	10/24	CL 1605	392.88
83827	S	233 LINDE GAS & EQUIPMENT INC	72.27	10/01/24	10/24	CL 1606	72.27
83828	S	284 MYERS AUTO PARTS	1667.55	10/01/24	10/24	CL 1323	1667.55
83829	S	372 SLAGLE SERVICES LLC	35500.00	10/01/24	10/24	CL 1594	35500.00
83830	S	399 THE TESSMAN COMPANY	1488.00	10/01/24	10/24	CL 1517	1488.00
83831	S	450 WILLISTON HOME AND LUMBER	132.37	10/01/24	10/24	CL 1619	132.37
83832	S	22 AZAR, KARTER	84.00	10/03/24	10/24	CL 1630	84.00

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83833	S	627 CARNS, RHETT	75.00	10/03/24	10/24	CL 1631	75.00
83834	S	743 CONCHA, DOMINIC	150.00	10/03/24	10/24	CL 1633	150.00
83835	S	114 DOYLE, BRYNNA	160.00	10/03/24	10/24	CL 1634	160.00
83836	S	776 FINDERS, HUDSON	75.00	10/03/24		CL 1635	75.00
83837	S	144 FUCHS, BRIANNA	242.00	10/03/24	10/24	CL 1636	242.00
83838	S	772 GANTZLER, JOEL	80.00	10/03/24	10/24	CL 1637	80.00
83839	S	163 HAUGAN, HUNTER	75.00	10/03/24		CL 1638	75.00
83840	S	164 HAUGEN, ISIAH	56.00	10/03/24		CL 1639	56.00
83841	S	177 HOLTER, CARSON	200.00	10/03/24	10/24	CL 1640	200.00
83842	S	196 JEANNOTTE, JAXON	159.00	10/03/24	10/24	CL 1641	159.00
83843	S	661 JOHNSON, BRIDGER	84.00	10/03/24	10/24	CL 1642	84.00
83844	S	492 KNUDSVIG, PAXTON	112.00	10/03/24		CL 1643	112.00
83845	S	210 KOK, OWEN	56.00	10/03/24		CL 1644	56.00
83846	S	222 LARSON, KELLAN	75.00	10/03/24		CL 1645	75.00
83847	S	227 LEE, GRADY	60.00	10/03/24		CL 1646	60.00
83848	S	604 LEISY, ANDREW	150.00	10/03/24	10/24	CL 1647	150.00
83849	S	773 LOCKEN, DYLAN	224.00	10/03/24		CL 1648	224.00
83850	S	250 MCCUISTION, COLLIN	28.00	10/03/24		CL 1649	28.00
83851	S	567 MOLINE, ALEXIS	66.00	10/03/24	10/24	CL 1650	66.00
83852	S	301 NICKOLOFF, ASHTON	150.00	10/03/24	10/24	CL 1651	150.00
83853	S	767 ORTIZ, DIANA	240.00	10/03/24	10/24	CL 1652	240.00
83854	S	768 PATTERSON, TONIQUE	240.00	10/03/24	10/24	CL 1653	240.00
83855	S	326 PEREZ, ABBY	272.00	10/03/24	10/24	CL 1654	272.00
83856	S	330 PITMAN, DALLAS	168.00	10/03/24	10/24	CL 1655	168.00

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83857	S	774 SERRANO, RYAN	80.00	10/03/24		CL 1656	80.00
83858	S	788 SPONABLE, TIMOTHY	224.00	10/03/24	10/24	CL 1657	224.00
83859	S	392 TAYLOR, TYSON	250.00	10/03/24	10/24	CL 1658	250.00
83860	S	401 THOMPSON, DOMINIC	178.00	10/03/24	10/24	CL 1659	178.00
83861	S	424 VENABLE, CARTER	400.00	10/03/24	10/24	CL 1660	400.00
83862	S	789 VINCENT, ALEC	75.00	10/03/24	10/24	CL 1661	75.00
83863	S	775 VIZCAYA, DIEGO	80.00	10/03/24		CL 1662	80.00
83864	S	4 ACE HARDWARE	920.99	10/04/24	10/24	CL 1503	920.99
83865	S	29 BARSH, JOE	224.50	10/04/24	10/24	CL 1623	224.50
83866	S	48 BLACK MOUNTIAN SOFTWARE	75.00	10/04/24	10/24	CL 1665	75.00
83867	S	54 BORDER STEEL	528.80	10/04/24	10/24	CL 1629	528.80
83868	S	478 BOSS OFFICE PRODUCTS	1158.90	10/04/24	10/24	CL 1513	1158.90
83869	S	143 FT UNION SUPPLY & TRADING	837.90	10/04/24	10/24	CL 1578	837.90
83870	S	148 GOOSENECK IMPLEMENT	97.75	10/04/24	10/24	CL 1625	97.75
83871	S	179 HORIZON RESOURCES	97.92	10/04/24	10/24	CL 1514	97.92
83872	S	182 HOSE & RUBBER SUPPLY	43.65	10/04/24	10/24	CL 1515	43.65
83873	S	185 INK SPOT PRINTING	49.50	10/04/24	10/24	CL 1621	49.50
83874	S	186 INTERSTATE BILLING SERVICE INC	356.44	10/04/24	10/24	CL 1527	356.44
83875	S	207 KANEKO, KAZUMA	224.50	10/04/24	10/24	CL 1624	224.50
83876	S	231 LES MILLS UNITED STATES TRADING	798.00	10/04/24	10/24	CL 1598	798.00
83877	S	271 MONDAK PORTABLES, LLC	575.00	10/04/24	10/24	CL 1620	575.00
83878	S	790 ND HORIZONS	300.00	10/04/24	10/24	CL 1663	300.00
83879	S	308 NOVA FIRE PROTECTION	1520.00	10/04/24	10/24	CL 1664	1520.00
83880	S	339 QUALITY SERVICE WITH COFFEE	457.00	10/04/24	10/24	CL 1628	457.00

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83881	S	410 TRIANGLE ELECTRIC	203.00	10/04/24	10/24	CL 1626	203.00
83882	S	8 ALL SEASON SPORT ABOUT INC	4562.00	10/08/24	10/24	CL 1668	4562.00
83883	S	79 COCA-COLA OF WILLISTON	1313.05	10/08/24	10/24	CL 1523	1313.05
83884	S	705 KO SAFETY SERVICES LLC	393.75	10/08/24	10/24	CL 1671	393.75
83885	S	277 MR SHINE LLC	3125.00	10/08/24	10/24	CL 1599	3125.00
83886	S	297 NDRPA	250.00	10/08/24		CL 1667	250.00
83887	S	425 VERIZON	1231.23	10/08/24	10/24	CL 1608	1231.23
83888	S	442 WILLISTON BASIN SCHOOL DISTRICT #7	645.25	10/08/24	10/24	CL 1670	645.25
83889	S	12 AMERICAN RED CROSS	418.00	10/14/24	10/24	CL 1680	418.00
83890	S	18 ASSOCIATED SUPPLY COMPANY, INC	10032.57	10/14/24	10/24	CL 1511 CL 1622	9593.92 438.65
83891	S	90 CRAIGS SALES-SERVICE-RENTAL	27.50	10/14/24	10/24	CL 1677	27.50
83892	S	93 DACOTAH PAPER CO	1160.89	10/14/24	10/24	CL 1683	1160.89
83893	S	215 KS STATEBANK	9660.80	10/14/24	10/24	CL 1597	9660.80
83894	S	487 PRAIRIE SUPPLY INC	148.13	10/14/24	10/24	CL 1669	148.13
83895	S	791 SCOUTLINK LLC	62.00	10/14/24	10/24	CL 1679	62.00
83896	S	426 VERMONT SYSTEMS, INC	204.66	10/14/24	10/24	CL 1684	204.66
83897	S	792 WILLISTON POLILCE ASSOCIATION	350.00	10/14/24		CL 1682	350.00
83898	S	10 ALLGUARD SECURITY LLC	72.00	10/18/24	10/24	CL 1610	72.00
83899	S	999999 ARBAN, WILLIAM	39.00	10/18/24	10/24	CL 1686	39.00
83900	S	63 BSN SPORTS, LLC	113.30	10/18/24	10/24	CL 1694	113.30
83901	S	612 BURNETT, TYLER	55.23	10/18/24		CL 1696	55.23
83902	S	77 CITY OF WILLISTON	3365.81	10/18/24	10/24	CL 1607	3365.81
83903	S	149 GRAINGER	59.28	10/18/24	10/24	CL 1521	59.28

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83904	S	187 INTERSTATE ENGINEERING	4518.00	10/18/24	10/24	CL 1685	4518.00
83905	S	253 MENARDS	1948.86	10/18/24	10/24	CL 1526	1948.86
83906	S	299 NEMONT	1956.91	10/18/24	10/24	CL 1601	1956.91
83907	S	308 NOVA FIRE PROTECTION	395.00	10/18/24	10/24	CL 1693	395.00
83908	S	315 OK DISTRIBUTING	411.09	10/18/24	10/24	CL 1510	411.09
83909	S	552 STARGUARDELITE	300.00	10/18/24	10/24	CL 1695	300.00
83910	S	410 TRIANGLE ELECTRIC	3843.88	10/18/24	10/24	CL 1699	3843.88
83911	S	22 AZAR, KARTER	28.00	10/18/24		CL 1709	28.00
83912	S	65 BUTH, MASON	135.00	10/18/24	10/24	CL 1718	135.00
83913	S	627 CARNS, RHETT	200.00	10/18/24	10/24	CL 1716	200.00
83914	S	144 FUCHS, BRIANNA	220.00	10/18/24	10/24	CL 1721	220.00
83915	S	796 GORDER, NOLAN	28.00	10/18/24	10/24	CL 1701	28.00
83916	S	164 HAUGEN, ISIAH	103.00	10/18/24		CL 1704	103.00
83917	S	656 HELLER, MCCRAE	25.00	10/18/24	10/24	CL 1719	25.00
83918	S	177 HOLTER, CARSON	335.00	10/18/24	10/24	CL 1711	335.00
83919	S	196 JEANNOTTE, JAXON	178.00	10/18/24		CL 1706	178.00
83920	S	492 KNUDSVIG, PAXTON	165.00	10/18/24		CL 1708	165.00
83921	S	220 LAPPEGAARD, HAYDEN	250.00	10/18/24	10/24	CL 1717	250.00
83922	S	604 LEISY, ANDREW	325.00	10/18/24	10/24	CL 1715	325.00
83923	S	797 LEONARDI, WILLIAM	196.00	10/18/24		CL 1705	196.00
83924	S	234 LINDQUIST, SAMANTHA	66.00	10/18/24		CL 1722	66.00
83925	S	773 LOCKEN, DYLAN	348.00	10/18/24		CL 1707	348.00
83926	S	250 MCCUISTION, COLLIN	28.00	10/18/24		CL 1710	28.00
83927	S	567 MOLINE, ALEXIS	66.00	10/18/24		CL 1720	66.00

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WILLISTON PARKS & RECREATION DISTRICT
Check Register for WPRD Checking
For the Accounting Period: 10/24

Page: 6 of 9
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
83928	S	301 NICKOLOFF, ASHTON	300.00	10/18/24	10/24	CL 1713	300.00
83929	S	326 PEREZ, ABBY	132.00	10/18/24		CL 1723	132.00
83930	S	330 PITMAN, DALLAS	168.00	10/18/24	10/24	CL 1703	168.00
83931	S	788 SPONABLE, TIMOTHY	224.00	10/18/24		CL 1702	224.00
83932	S	392 TAYLOR, TYSON	100.00	10/18/24	10/24	CL 1712	100.00
83933	S	401 THOMPSON, DOMINIC	525.00	10/18/24	10/24	CL 1714	525.00
83935	S	456 WPR GENERAL REVENUE ACCT	463795.10	10/22/24	10/24	CL 1602	463795.10
83936	S	93 DACOTAH PAPER CO	247.76	10/22/24		CL 1731	247.76
83937	S	248 MARCO TECHNOLOGIES LLC	357.57	10/22/24	10/24	CL 1600	357.57
83938	S	999999 MILES, EPHRAIM	160.00	10/22/24	10/24	CL 1724	160.00
83939	S	999998 MIRANDA IBLINGS	117.00	10/22/24	10/24	CL 1725	117.00
83940	S	277 MR SHINE LLC	3125.00	10/22/24	10/24	CL 1603	3125.00
83941	S	399 THE TESSMAN COMPANY	3666.50	10/22/24	10/24	CL 1687	3666.50
83942	S	799 WILLISTON HERALD	132.48	10/22/24	10/24	CL 1726	132.48
83943	S	11 ALS UPHOLSTERY	635.00	10/25/24		CL 1738	635.00
83944	S	12 AMERICAN RED CROSS	304.00	10/25/24		CL 1739	304.00
83945	S	16 ASB/VISA	29752.87	10/25/24	10/24	CL 1747	29752.87
83946	S	19 ASTRO-CHEM LAB, INC	385.00	10/25/24		CL 1735	385.00
83947	S	97 DAKOTA FENCE COMPANY	695.96	10/25/24	10/24	CL 1746	695.96
83948	S	134 FASTENAL COMPANY	58.51	10/25/24	10/24	CL 1744	58.51
83949	S	199 JOHNSON CONTROLS	9128.88	10/25/24		CL 1745	9128.88
83950	S	999998 JOSEPH BARSH	59.99	10/25/24	10/24	CL 1740	59.99
83951	S	999999 KREBS, MARY	34.00	10/25/24		CL 1732	34.00
83952	S	257 MIDCONTINENT COMMUNICATIONS	219.12	10/25/24	10/24	CL 1615	219.12

11/13/24
09:51:47

WILLISTON PARKS & RECREATION DISTRICT
Check Register for WPRD Checking
For the Accounting Period: 10/24

Page: 7 of 9
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
83954	S	279 MTI DISTRIBUTING LLC	1184.03	10/25/24	10/24		
83955	S	318 ONE STOP TRAILERS	145.00	10/25/24		CL 853	1184.03
83956	S	413 ULINE	157.87	10/25/24		CL 1736	145.00
83957	S	30 BASIN PRINTERS	1806.00	10/29/24		CL 1743	157.87
83958	S	93 DACOTAH PAPER CO	213.79	10/29/24		CL 1750	1806.00
83959	S	185 INK SPOT PRINTING	884.00	10/29/24		CL 1752	213.79
83960	S	339 QUALITY SERVICE WITH COFFEE	358.00	10/29/24		CL 1748	884.00
83961	S	999999 THE STONE FOUNDATION	300.00	10/30/24		CL 1751	358.00
83962	S	77 CITY OF WILLISTON	50.00	10/30/24		CL 1737	300.00
						CL 1754	50.00
Total for Claim Checks			766530.68				
Count for Claim Checks			152				

* denotes missing check number(s)

of Checks: 152 Total: 766530.68

11/13/24
09:52:25

WILLISTON PARKS & RECREATION DISTRICT
Check Register for Baseball Checking
For the Accounting Period: 10/24

Page: 1 of 3
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99810	E	294 ND TAX COMMISSIONER	5564.00	10/14/24	10/24		
12155	S	425 VERIZON	80.02	10/08/24	10/24	CL 1689	5564.00
12156	S	690 HARLOW'S SCHOOL BUS SERVICE	2471.75	10/18/24		CL 1609	80.02
12157	S	239 LUDLUM, LAURA	420.00	10/18/24		CL 1697	2471.75
12158	S	299 NEMONT	177.50	10/18/24	10/24	CL 1692	420.00
12159	S	8 ALL SEASON SPORT ABOUT INC	252.00	10/22/24	10/24	CL 1618	177.50
						CL 1728	252.00

Total for Claim Checks 8965.27

Count for Claim Checks 6

* denotes missing check number(s)

of Checks: 6 Total: 8965.27

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

November 13th, 2024

ADMINISTRATION PORTFOLIO

Grant Funded Projects

- Garrison
 - Frisbee Golf Course/Bathrooms SLP
 - Awarded: \$27,000
 - Project scheduled for the 2025 budget

Davidson Park Tennis Court Resurfacing

- Slagle Services has begun replacing the fencing at the park.
- Completed fencing around three east courts.
- Project paused until late spring to avoid conflicts with Fall Tennis.
- West fencing will be installed around three west courts after the Spring Tennis Season
- Spectator Seating: McCody Concrete will donate the concrete; WPRD will oversee the installation.

Outstanding Grant Applications

- Robert E. Herman Charitable Trust: Fast Pitch field enhancements
 - We were denied funding this year from the RHC
 - ND Special Road Fund: Spring Lake Park overlook road work

Williston Water World Update

- Project is ongoing.
- Building will be completed before winter.

Human Resources

- Staffing Status
 - WPRD currently has 35 full-time positions available based on regular operations.
 - Total positions filled: 33
 - Open positions:
 - Recreation Coordinator
 - Janitorial Manager

HR Current Projects

- Implementation of New HR Software
 - Humanities
 - Time Clock

Policy Updates

- New Business on Meeting Agenda

CAPRA

- We have restarted the CAPRA process.
- Changes have been made to the review process; the self-report is now due in January.
 - We are considering a 2026 submission at this time.

Foundation

- No updates.
- The next meeting is scheduled for December 11. This will serve as both the regular and annual meeting for the foundation.

Marketing & Public Relations Portfolio

Marketing

Social Media: All platforms are gaining followers, and overall traffic continues to rise. We are working to create more videos with staff and patrons for the holidays.

- Facebook
 - WPRD: 12,486 followers (4.6 out of 5.0 review score based on 185 reviews)
 - ARC Fitness: 1,072 followers
 - Williston Wonders: 769 followers
 - WPRD Child Sitting Clubhouse: 533 followers
 - WPRD WMGC: 325 followers
 - WPRD Aquatics: 301 followers
- Instagram: 1,942 followers

- LinkedIn: 140 followers
- Google: 4.5 out of 5.0 (694 reviews)

Website:

The website traffic has decreased recently but newsletter traffic was up. We continue to gain subscribers each month.

- Statistics (October 1 – October 31, 2024): 98,641 webpage views
- Newsletters: Three newsletters sent with a 62% read rate (3,311 views out of 5,332 sent)

Advertising:

- Parks: A new parks pamphlet is underway to assist with shelter reservations and enhance public knowledge of the parks.
- Brochure: New brochures for January to May 2025 are completed, and we have added an interactive brochure to the website. Feedback regarding the early release of information has been positive.
- Williston Visitor Guide: Recently submitted our first half page ad focusing on the ARC with a fresh look.
- Bakken Living: Quarterly advertisements continue; the winter edition has been submitted.
- Williston Herald: We are continually working with the Williston Herald to highlight various programs throughout WPRD.
- New Advertising for 2025: We are reaching out for new opportunities in 2025. Currently, I am collaborating with KUMV for TV advertising during the Go 2025 challenge, alongside ARC family activities and Date Night Weekend. More information will follow.
- Birthday Parties: We are refreshing our advertising for birthday party options and expanding offerings for the 6–10 age group as a collaborative effort with different departments.

Public Relations

- We participated in the “Trail of Treats,” which had great turnout, and everyone enjoyed a special treat to take home.
- WPRD will attend the WHS Job Fair on November 21 to engage with students about Parks and Recreation.
- We continue to attend various programs to photograph and engage with the public.
- National Cookie Day will be celebrated on December 4, where we will engage with patrons and give out cookies, similar to our National Donut Day celebration.
- We are collaborating with Special Events to create more activities:
 - The first one is ‘ARChie’s Holiday Decorating Contest,’ encouraging the public to showcase their holiday lights. We will provide maps with house locations, and the public will vote for their favorite. The winner will be announced on December 23 and will win a prize.
 - The second event is National Play Outside Day, which will highlight our parks with fun activities on the first Saturday of each month in a different location. The inaugural event will be held on January 4, 2025. More details will follow!

Childcare Programs Portfolio

Campus Club

We are excited to announce the hiring of several new staff members for the Campus Club After School Program. With these new additions to our team, we have successfully removed a number of children from the waitlists at Wilkinson, McVay, Missouri Ridge, and Garden Valley!

On October 24th, a team lead meeting was held, bringing together the supervisors to share ideas, lesson plans, and address any questions or concerns. During this meeting, we discussed staffing needs, timesheets, and supplies required for each site. Overall, the meeting was very productive, and we are pleased to report that everything is running smoothly, thanks to our dedicated and hardworking team!

Looking ahead, we are thrilled to announce our upcoming special guest for November and December: the Book Mobile! Tori from the Williston Community Library will be visiting all seven sites over the next several weeks. She will be bringing story time, along with engaging games and STEM activities. We are eagerly anticipating this visit and believe it will be a wonderful opportunity for the children to enhance their love for reading and learning!

Child Sitting

October was an exceptionally busy and exciting month in the clubhouse! We welcomed 25 new kids to our program and hosted a Fall/Halloween S.T.E.M. Activity Day each day the clubhouse was open. The activities highlighted during this month included Story Time with Tori from the Book Mobile, various Halloween crafts, a fizzy apple experiment, and engaging dress-up days, which featured pajama day, red day, and, of course, Halloween.

For our October party, themed around Fall and Halloween, the children dressed in costumes and enjoyed activities such as fall-themed sensory tables, a spooky dance party, a spider ring toss, and received Halloween goody bags to take home. We experienced remarkable attendance at the party, reaching a total of 95 kids, our highest count in months!

Throughout October, we featured a special promotion called \$3 Thursdays, where day passes were discounted to \$3 for 90 minutes instead of the usual \$5. This month also marked the first implementation of our new age range policy, adjusting from 6 months to 9 years down to 4 months to 8 years. We are pleased to report an increase in younger participants following this change, and we have received positive feedback from patrons.

Overall, our visit numbers have increased by approximately 200 compared to last year. Our strategic goal is to continue this growth in visits each month, and we have found that maintaining an active presence on our Facebook page has been beneficial in promoting our activities and engaging with the community.

Child Sitting Visits for the Past Three Years:

October 2022: 1,367

October 2023: 1,161

October 2024: 1,310

Parks Portfolio

- Fall is the busiest time of year for the Parks Crew.
 - Winterization of park bathrooms has been completed.
 - The golf course has also been winterized.
 - The parks crew assisted Zach with mulching greens.
 - Decommissioned an old well at the Elementary School project, which involved plugging the well and removing piping.
 - Three Forks is relocating the municipal waterline into 16th Avenue towards the well.
 - Steady progress is being made with holiday lights:
 - Spring Lake displays are progressing well, while Harmon displays required substantial maintenance.
 - Moving forward with the Moose Park mini-rink project:
 - The rink has been plotted, and we are waiting for materials to arrive.
 - We are working with the city to connect to light poles for increased evening lighting at the rink.

Athletic Facilities Operations

- Ballfields/Outdoor Courts: All outdoor fields are now completed for the year.
- Zac Peterson will focus on RFCC maintenance this winter and will also assist with ARC maintenance as needed.
 - Projects:
 - Light maintenance
 - Painting
 - Continued ice maintenance
 - Routine maintenance and facility touchups at ARC

- **Golf Course**

- Scoutlinx: Consulting report and recommendations are attached at the end of this packet.
- Kalina Turf: Water analysis report is also attached.
- Both the course and clubhouse have been winterized, with assistance from Park Guys.
- Mower reels have been removed and are being prepped for sharpening at a certified John Deere shop in Fargo.
- Worked with golf course consultants to troubleshoot water filter clogging. The report is attached.
- Ideas are being considered for treating the ponds next year to enhance filtration efficiency.
- Overall, we feel encouraged by the reports and guidance for the upcoming year.

Facilities Portfolio

- Operations:
 - Providing support for guest services as Jacqueline adjusts and implements changes.
 - Assisting Jordan in settling into her role with facility members.
- User Groups:
 - WBBC and Williston United schedules are completed through May 2025.
 - WHS baseball and softball preseason began in October.
- Reservations:
 - We are receiving numerous inquiries for meeting room bookings for Spring 2025.
 - The RFCC is fully booked on weekends until the third week of June.
 - We are starting to plan WPRD special events for Summer/Fall 2025 to improve consistency and participation.

- WARC

- A facility schedule and membership/visit report are attached to the end of the Park Board packet.
- We are waiting on a quote to paint indoor track lines, with plans to complete this before the track season starts in February.
- Planning to order 3040 new 8-foot tables for ARC:
 - This will eliminate the necessity for back-and-forth transport of tables between RFCC and ARC.
 - It will also minimize damage caused during transportation.
- WHS Baseball/ Softball preseason has started, with softball meetings on Mondays and Wednesdays, and baseball practices on Tuesdays and Thursdays.
- The turf room is very busy after 4 PM now that soccer has commenced.

- Maintenance

- Ongoing light maintenance in basketball courts.
- Transporting tables and chairs as needed.
- Shampooed carpet squares.
- Maintaining sufficient backstock of maintenance supplies.
- Addressing roof leaks as they arise.
- Fixed the garage door between the tennis area and the turf.
- Cleaned the keel boat upon request.
- Repaired the washing machine and soap dispenser in the Child Sitting area.

- Aquatics Maintenance

- Installing new grates around the 50-meter pool:
 - A bulk order will be placed in December to replace all grates, as they have reached their lifespan and pose a safety hazard for patrons.
- Braaten Plumbing fixed a leak in the 50meter pool: Pump #1 had a cracked flange replaced.

- Started cleaning chlorinators for each pool.
- Started changing filter baskets for each pool during the current quarter.
- Safety Committee
 - 2024 Safety Programs:
 - Safety management program
 - Safe lift program
 - Slips, trips, and falls prevention
 - Safety committee program
 - Drugfree workplace program
 - No claims or accidents to report this month.
 - October Topic: "See Something, Say Something" – Addressing terrorism related suspicious activity.
- RFCC Operations
 - Ice schedule for November is finalized. We are awaiting the Hockey Club's completion of December practice and game dates.
 - Arena
 - Hosted a circus on October 2nd and 3rd.
 - Pheasants Forever had their banquet on October 5th.
 - The last week for rollerblading in the arena was October 7th-10th.
 - The Rifle and Pistol Club held a gun show on October 12th and 13th.
 - The final vendor show took place in the arena on October 19th.
 - Hockey boards and ice were installed during the week of October 21st.
 - The first ice event of the year, "Costumes on Ice," took place on October 30th, attracting a lot of excitement and participation.

- Courts
 - Court activities will increase now that ice has been installed.
 - Hess hosted a company dinner upstairs on October 16th.
 - A vendor show was held upstairs on October 26th.
 - Travel basketball and volleyball held practices throughout October.
- Coming Up
 - Hockey and ice season has fully started:
 - The ice will be utilized every weekday from 4:00 PM to 10:00 PM.
 - Weekends will include open skates, learn to skate sessions, club games, and Teton games.
- Aquatics Operations
 - Lessons: The lessons from October 7th to 17th went well, resulting in high attendance and a waitlist. Reduced morning and evening lessons will continue.
 - 54 kids participated in lessons.
 - Private Lessons: These continue to be popular, and while there is still a waitlist, it has significantly decreased thanks to summer improvements.
 - Over 150 participants remain on the waitlist.
 - Angelfish Program: This program will restart in March after concluding on October 23rd.
 - Aquacise classes have seen significant growth this month, averaging 1015 participants per class.
 - An additional 10:15-11:15 AM Tuesday class has been added, averaging 5 participants.

- River Walking:
 - Scheduled for 9:11 AM on Saturdays, with an added lap swim during this time.
- Special Events: We returned to back-to-school hours starting August 19th.
 - The Floating Pumpkin Patch event on October 29th featured 200 pumpkins; we had 20 left after the event.
 - Upcoming: Swim with Santa in December.
- Sealions:
 - The short course swimming session began on September 3rd.
 - The team's first meet is scheduled for November 22nd and 23rd.
- High School:
 - First home meet occurred on September 14th.
 - Upcoming events include meets on October 15th and 26th.
 - The WDA event held on November 8th and 9th attracted 3,500 pool visitors on Saturday.
- A transition to short course in the 50meter pool happened on July 27th.
- The diving boards remain available when staff is present on Saturdays from 1:00 PM to 3:00 PM.
- SwimFit:
 - The next session starts on September 10th and concludes on November 2nd.
 - Adult class offerings are at 6 AM on Tuesdays and Thursdays, and at 9 AM on Saturdays, 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.
- 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 October 18th, with eleven participants already registered.
 - A subsequent course will occur on November 23rd.
- Pool Maintenance:
 - Hot tub maintenance has been conducted on the following dates:
 - November 11th
 - November 25th

Recreation Portfolio – Winter Programming 2024

Adaptive Programs

Wonders Swim Lessons

Dates: September 4 – October 23

Fee: \$25.00

Current Registration Numbers: 8

2023 Registration: N/A

2022 Registration: N/A

Special Note: Our adaptive swim lessons are seeing promising growth in their second session. Led by Aquatics Manager Shaleena and her team of Angel Fish certified lifeguards (thanks to a certification funded by our foundation), demand is high, prompting the announcement of a third session in March.

Wonders Soccer

Dates: October 7 – October 28

Fee: \$5.00

Current Registration Numbers: 15

2023 Registration: N/A

2022 Registration: N/A

Special Note: The debut of Wonders Soccer was a significant success in October, with outstanding participation supported by WHS FBLA students, WSC rec students, and United Soccer League players. The program wrapped up with a festive Halloween kickball and pizza party. Next, we look forward to Wonders Basketball!

In-house Programs

Youth Pickleball

Dates: October 21 – December 2

Fee: \$30.00

Current Registration Numbers: 42

2023 Registration: N/A

2022 Registration: N/A

Special Note: This first ever Youth Pickleball program has been well received, with rapid growth in demand and a waitlist during the first season. Expert coaching from the Williston Pickleball Club is enhancing the experience.

Youth Tennis

Dates: October 19 – November 9

Fee: \$27.00 / \$34.00

Current Registration Numbers: 95

2023 Registration: 82

2022 Registration: 81

Special Note: The Youth Tennis program remains strong under the leadership of the Williston High School Tennis Coach, who is concluding her tenure this season. We are actively seeking a new head coach to continue the program's legacy.

Lacrosse Clinic

Dates: October 27

Fee: Free

Current Registration Numbers: 29

2023 Registration: N/A

2022 Registration: N/A

Special Note: Lacrosse is gaining traction in Williston, with increasing enrollment in clinics and strong interest in a potential spring outdoor lacrosse league.

Fall Sports Sampler

Dates: November 2 – November 23

Fee: \$29.00

Current Registration Numbers: 28

2023 Registration: 19

2022 Registration: 53

Special Note: Participation numbers are rising. We have combined age groups to enhance flexibility despite some scheduling conflicts in the turf room due to soccer club reservations. The kids are enjoying the program!

Girls 36th Basketball

Dates: October 15 – December 10

Fee: \$39.50

Current Registration Numbers: 90

2023 Registration: 92

2022 Registration: 90

Special Note: High participation among 3rd and 4th graders. We would have had six teams if not for late signups and coach shortages. Recent signups have boosted 5th and 6th grade participation. Games against Grenora are in progress, and new uniforms have been distributed.

K2 Basketball

Dates: September 9, 2024 – October 21, 2024

Fee: \$32.00

2024 Registration Numbers: 172

2023 Registration: 161

2022 Registration: 45

Special Note: The K2 Basketball program is off to an excellent start! With 172 registrations this year, an increase from last year's 161, the energy is high. WBBC is doing fantastic work with the program, and games are already underway. We look forward to seeing the kids develop their skills this season!

Adult Programs

Adult Flag Football

Dates: October 2 – December 18

Fee: \$387.00

Current Registration Numbers: 5

2023 Registration: 6

2022 Registration: 6

Special Note: Our Adult Flag Football program offers a relaxed environment for all participants. This year, we're introducing a traveling trophy for the winning team to enhance excitement and encourage future participation.

Men's Basketball

Dates: November 11 – February 10

Fee: \$1,007

Current Registration Numbers: 7

2023 Registration: 9

2022 Registration: 9

Special Note: There has been a slight decline in team participation this year; however, efforts are underway to recruit additional players through free agency. To maintain enthusiasm, we are shortening the season while ensuring equal game opportunities for each team.

Fall Adult Volleyball

Dates: September 9 – November 13

Fee: \$196.00 / \$260.75

Current Registration Numbers: 28

2023 Registration: 33

2022 Registration: 31

Special Note: The Fall Volleyball season was a resounding success! Positive feedback highlighted the need for improvements to the net setup and conditions, leading us to hire a head referee to oversee these details for smoother operations in future seasons.

Adult Coed Softball

Dates: September 9, 2024 – October 21, 2024

Fee: \$269.00

2024 Registration Numbers: 14

2023 Registration: 16

2022 Registration: 13

Special Note: The season was enjoyable overall, though it faced delays due to rainouts in the regular leagues. We encountered challenges with teams submitting scores but are working on improved communication for next year. The season remained filled with fun and competitive play.

Travel Sport Programs

- Baseball: Finalizing plans with Miles City for an exciting upcoming season. Williston will host the 100th Anniversary of the Legion Baseball AA State Tournament in 2025!
- Volleyball: For the first time, we are offering two seasons—winter and spring! Winter tryouts are set for November 24th, and registration is currently open. We are also preparing for upcoming tournaments and finalizing coaching staff.
- WBBC: Balls are being ordered, and preparations are in full swing for Ballin' in the Basin. Coordination with the K2 Basketball program is ongoing to ensure a seamless experience.
- Boom: Tryouts for the Boom program will be held in January. The board will receive updates on registration numbers every two weeks to ensure everything runs smoothly.

Upcoming November/December Recreation Programs:

- Ballin' in the Basin
- Learn to Skate
- Winter Adult Volleyball
- Wonders Basketball
- Lacrosse Clinic
- Adult Pickleball Tournament

Special Events

In the past month, the popular Kid's Night Out event transitioned to Special Events. At the most recent event on October 25, we had a full house of younger kids in the child sitting area and about 35 older kids, most of whom attended in costumes for added fun.

On October 27, we cohosted the Spooky Speedway event at Spring Lake Park. It was a beautiful warm fall day! Changes made this year, including a hot dog stop and a new direction for the event, were well received. There was slight confusion at the beginning, but everything settled quickly for a smooth event.

We also opened the ice for public skating during our first event of the season, "Costumes on Ice," on October 30, which was a huge hit, bringing in many participants. The community is excited to be back on the ice!

Upcoming Special Events:

Another Kid's Night Out is scheduled for November 22. This month, we'll offer activities on the pickleball and basketball courts in addition to the turf.

We're planning more fun community events now that ice activities are available. Coming up in December, we have an ugly sweater open skate event on December 8, followed by the ever-popular Skate with Santa on December 17, featuring a special guest appearance by Mrs. Claus.

Special Events is collaborating closely with Public Relations to develop exciting new activities for the community.

We are introducing 'ARChie's Holiday Decorating Contest,' which invites the public their holiday lights. Maps with participating house locations will be provided, and the public will vote for their favorite display. The winner will be announced on December 23 and will receive a prize.

Additionally, we want to recognize National Play Outside Day, where we will highlight our parks and conduct fun activities on the first Saturday of each month at different parks. The first event is scheduled for January 4, 2025, with more details to follow!

Fitness & Wellness Portfolio

Group Fitness

October Group Fitness:

- Number of participants: 1,184 (up from 1,055).
 - We offered 172 classes (compared to 139 last month), with an average of 7 participants per class, slightly down from 8 last month.

Fitness Program Updates:

- Boot Camp: Returning in December for a special 3-week holiday session.
- Workshops for Women: Prenatal, Postpartum, and Menopause workshops are available to support women's fitness.
 - Details on the next workshop will be announced soon.
- Women & Weights: This program will commence in November, with an additional hour added to accommodate high demand.
- Women's Workout Wisdom: Designed to empower women by addressing everyday concerns like hormonal fluctuations and stress.
 - New dates are set for 2025.
- Pink Gloves Boxing: Started on September 20th with a total of 23 participants.
- Meal Prep and Nutrition Knowledge Course:
 - This one-month course helps participants understand nutritional basics while preparing 23 meals to take home each week.
 - The class ran from October 1st to October 22nd, maxing out with 9 participants.
 - The next session will be held from January 7th to January 28th.
- Les Mills Strength Development: This program started on September 10th with 8 participants.

Youth Fitness Program Updates:

- Youth Boot Camp: Started on September 10th with 13 participants.
 - The next round begins in November and is already maxed out at 12 participants.
- Lifting and Power Performance for Tweens & Teens:
 - Dates TBD: we currently do not have a trainer for this program.
- NEW! Advanced Lifting and Power Performance for Tweens & Teens:
 - Dates TBD: we currently do not have a trainer for this program.
- Youth Pink Gloves Boxing:
 - The next round will start in November.
- Kids Night Out:
 - The October KNO event had 73 kids in attendance.
- Tyke Time: The next round will be held in November.
- Youth Outdoor Cycle: Planned to return in summer 2025.
- Eckert Group Home:
 - Dates for the next session are TBD.

Fitness Center/Equipment:

- The fitness equipment is mostly in good working order. Technicians will be out soon to address a few machines with issues.
 - The tech will work on a couple of cardio machines that are still under warranty.
 - Adjustments to the resistance on an upright bike and repairs to a treadmill arm out of alignment will be handled.
- We have ordered new cable machine attachments.

Personal Training – August Numbers:

- Total Sessions Completed: 125 (compared to 115 last month).
 - 30 min: 19 sessions (down from 20)
 - 45 min: 45 sessions (down from 67)
 - 60 min: 15 sessions (down from 20)
- Group sessions:
 - 30 min: 0
 - 45 min: 0
 - 60 min: 5 (down from 6)
- Initial Assessments:
 - 3 (down from 4).
- Total Sales: \$3,980.00 (compared to \$6,434.00 last month).
- Total Sessions Purchased: 106 (down from 211 last month).
- New inquiries remained steady, with 4 new inquiries reported, same as last month.

Senior Fitness Classes and Incentives:

- SilverSneakers Membership:
 - New memberships: 10 (up from 6 last month).
 - Total monthly visits: 773 (up from 683 last month).
 - SilverSneakers Fitness Class Attendance:
 - Total attendance: 204 participants (up from 178 last month).
 - Offered 18 classes (up from 16 last month), including 'Sit-to-get-fit' classes.

Onsite Senior Fitness Classes at the Senior Center:

- We provided 14 classes (compared to 12 last month), with 205 participants this month (up from 131 last month).

ASH Fitness Active & Fit/Silver & Fit:

- New memberships: 4 (up from 3 last month).
- Total monthly visits: 64 (up from 43 last month).

Senior Fitness & Wellness Updates

- We would like to extend a huge thank you to all the speakers who volunteered their time to engage with our seniors. We have reached out to various businesses in town to discuss topics of interest with our senior community, bringing in different speakers each month.
- Lunch and Learn Events:
 - On October 15th, the Williston Police Department delivered a presentation on safe driving and winter driving practices, attended by 22 individuals.
 - Upcoming Lunch and Learn Topics
 - November 6th: Deborah Palmer, Music Therapist
 - November 26th: Ryan Geltel, "Basic Estate Planning"
 - December 3rd: Joe Barsh, WPRD

Challenges

- Our next challenge will cater to all ages—the GO 2025 Fitness Challenge, scheduled for January 6th to March 6th. This initiative aims to motivate community members to focus on fitness and wellness.
- Fitness Special Events & Challenges Update
 - We are gearing up for the GO 2025 Fitness Challenge, which will feature various activities and incentives to promote fitness throughout the community. More details will be provided as we approach the start date.

FINANCE PORTFOLIO

October 2024 Financials

- **Revenue/Expenses**
 - October Revenue: **\$925,231.02**
 - October Expense: **\$719,147.02**
- **Sales Tax**
 - 1% Sales Tax: **\$1,135,115.70**
 - .5% Operations: **\$567,557.84**
 - **Current Average monthly sales tax: \$1,005,669.10**
 - **2024 Budget monthly projection: \$875,000**
- **Cash Fund Balance at the end of September:**
 - **\$3,523,514.57**
- **CD's: ASB**
 - General Reserve CD:
 - **\$485,103.56**
 - **4.26%**
 - WPR CD:
 - **\$106,291.80**
 - **4.2%**

Available to WPRD	
Month	
January	\$ 3,414,736.01
February	\$ 3,707,568.24
March	\$ 3,895,861.78
April	\$ 4,026,277.55
May	\$ 4,052,787.29
June	\$ 3,817,922.91
July	\$ 3,490,891.27
August	\$ 3,891,235.46
September	\$ 4,010,848.67
October	\$ 4,222,424.95

Williston Golf Course
 Irrigation Suitability Analyses
 31-Oct-24

#	Date	Source	pH ²	EC ¹	SAR	AdjsAR ²	pHc ²	RSC ²	Ca	Mg	K	Na	Alk	HCO ₃	Cl	SO ₄	TDS	B	+/- ²	NO ₃ -N	P
		<i>Desired</i>	< 7	< 1.5	< 4	< 7	8.4	< 0	40-120	6-24	> 1.5	< 50	< 100	< 150	< 140	< 420	300-1000	< 0.8	1	< 5	< 5
1	May '24	Well	7.23	1.81	7.1	18.22	6.8	8.05	85	39	7	316	776	947	14	348	1156	0.16	0.92	-	-
2	Oct '24	Well	8.16	1.80	6.6	16.70	6.8	7.00	83	40	6	294	721	879	7	360	1152	0.11	0.92	0.9	-

Reported values are expressed as parts per million (ppm) except where noted below

To convert ppm to lbs/ac-inch: Divide ppm by 4.41

- ¹ - Units of millimohs per centimeter (mmhos/cm)
- ² - Unitless measures (calculated values)
- Below Quantifiable Detection (< 0.2 ppm)



WATER ANALYSIS REPORT

Williston Golf Course

Williston, ND

Report Date: 5/9/2024

File Number

92067

Submitted By: Kalina Turf Consulting LLC

Lab Number 0938
 Sample Location Irrigation *MAY*
 Sample Description ~~IRR~~ *WELL*
~~QC~~

Desired Range

pH		6.2 - 7.4	7.23			
Hardness (ppm)			382.40			
Hardness (grains/gal)			22.36			
Conductivity (mmhos/cm)		0.5 - 1.5	1.81			
Sodium Adsorp. Rati		0 - 4	7.09			
Adjusted SAR		0 - 7	18.22			
pHc			6.83			
Residual Sodium Carbonat (RSC)		0 - 1.25	8.05			
			(ppm)	meq/l	lbs/ac in	#/ac-in/1000sf
Calcium (Ca)		40 - 120	85.16	4.25	19.31	
Magnesium (Mg)		6 - 24	39.27	3.23	8.91	
Potassium (K)		1.5 - 10	7.65	0.20	1.74	
Sodium (Na)		0 - 50	315.52	13.72	71.56	1.62 #
Iron (Fe)		2 - 5	4.53		1.03	
Total Alkalinity (CaCO3)		0 - 100	776.29		176.06	
Carbonate (CO3)		0 - 15	0.00			
Bicarbonate (HCO3)		0 - 150	947.24	15.53	214.83	4.95 #
Hydroxide (OH)			0.00			
Chloride (Cl)		0 - 140	13.96	0.39	3.17	
Sulfur as (SO4)		0 - 420	348.54	7.26	79.05	
Salt Concentration (TDS)		300 - 1000	1156.29		262.25	6.0 #
Boron (B)		0.2 - 0.8	0.19		0.04	
Manganese (Mn)		0.5 - 2	0.166		0.038	
Copper (Cu)		0 - 0.2	< 0.020			
Zinc (Zn)		1 - 5	< 0.040			
Aluminum (Al)		0 - 5	< 0.200			
Cation/Anion Ratio				0.92		
NO3-N (ppm)		0 - 5	< 0.10			
Total P (ppm)		0.05 - 5	< 0.20			



Kalina Turf Consulting
 1N315 Tamarack Drive -- Winfield, IL 60190
 Office - Fax -
 (630) 957-8400 tony@kalinaturf.com

Analytical Services By:





WATER ANALYSIS REPORT

Williston Golf Course

Williston, ND

Report Date: 10/17/2024

File Number

92067

Submitted By: Kalina Turf Consulting LLC

Lab Number	2451	
Sample Location	Irrigation	OCT
Sample Description	WELL	Well
	FALL '24	

Desired Range

pH	6.2 - 7.4	8.16
Hardness (ppm)		377.68
Hardness (grains/gal)		22.09
Conductivity (mmhos/cm)	0.5 - 1.5	1.80
Sodium Adsorp. Rati	0 - 4	6.64
Adjusted SAR	0 - 7	16.78
pHc		6.87
Residual Sodium Carbonat (RSC)	0 - 1.25	6.96

		(ppm)	meq/l	lbs/ac in	#/90-in/1000sf
Calcium (Ca)	40 - 120	83.22	4.15	18.87	
Magnesium (Mg)	6 - 24	40.18	3.30	9.11	
Potassium (K)	1.5 - 10	6.45	0.17	1.46	
Sodium (Na)	0 - 50	294.99	12.83	66.90	1.53#
Iron (Fe)	2 - 5	2.51		0.57	
Total Alkalinity (CaCO3)	0 - 100	721.00		163.52	
Carbonate (CO3)	0 - 15	0.00			
Bicarbonate (HCO3)	0 - 150	879.76	14.42	199.53	4.59#
Hydroxide (OH)		0.00			
Chloride (Cl)	0 - 140	6.98	0.20	1.58	
Sulfur as (SO4)	0 - 420	360.13	7.50	81.68	
Salt Concentration (TDS)	300 - 1000	1152.64		261.42	5.99#
Boron (B)	0.2 - 0.8	0.17		0.04	
Manganese (Mn)	0.5 - 2	0.119		0.027	
Copper (Cu)	0 - 0.2	< 0.020			
Zinc (Zn)	1 - 5	< 0.040			
Aluminum (Al)	0 - 5	< 0.200			
Cation/Anion Ratio			0.92		
NO3-N (ppm)	0 - 5	0.29			
Total P (ppm)	0.05 - 5	< 0.20			



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Analytical Services By:





SCOUTLINX
GOLF AND TURF CONSULTING

Consulting Report and Recommendations

Williston Municipal Golf Course

Prepared for: Zack Nelson

Prepared by: Karl Schoffstall

Date: 10/30/2024

This report outlines consultation services for the effective curative and preventative control of Bryozoan fouling in the irrigation system at Williston Municipal Golf Course in Williston, North Dakota.

Bryozoans are a natural part of any healthy freshwater ecosystem; however, they can also be a significant nuisance in freshwater systems worldwide. These organisms are notorious for clogging pipes and filters in irrigation, water treatment, and cooling systems. The damage they cause can be extremely costly when considering the parts and labor required if the issue is not promptly addressed.

Although the problem is real, its causes are often overlooked. Bryozoans can resemble old grass clippings or inert fibrous material, leading people who encounter them to mistakenly believe they are non-living debris. In reality, Bryozoans are complex, living animals that respond to management strategies like any other pest organism.

They grow on submerged surfaces such as rocks, plastic, rubber, and concrete—essentially any material that is not corrosive, decaying, or toxic. Much like coral reefs, Bryozoans form modular structures, growing as colonies made up of thousands of interconnected individuals known as zooids. Larvae actively seek suitable new surfaces to establish new colonies.

A critical factor in Bryozoan population growth is the asexual reproduction of dormant statoblasts—tiny, encapsulated, seed-like bodies. These statoblasts can be released freely into the water or cemented to the substrate. In some species, they can remain dormant for over eight years. Once conditions become favorable again, a statoblast can germinate and begin growing a new colony.





SCOUTLINX
GOLF AND TURF CONSULTING

These organisms have two main growth periods: late spring and early fall. During mid-summer, they experience a decline, becoming relatively inactive and causing minimal issues. However, they leave behind dormant capsules, known as sessoblasts, attached to the inside of the irrigation lines. These capsules will germinate around September, leading to the next generation of bryozoans. Treatments are most effective during these periods of high activity.

Treatments:

It is advisable to consider an aeration system for the irrigation reservoir. Circulating and moving the water helps discourage growth.

Sodium hypochlorite (bleach) can be an effective treatment when added to the irrigation reservoir and piping system. Bulk purchases of sodium hypochlorite at a 6% concentration are typically the most cost-effective option. It should be added at a concentration of 50-75 ppm, which translates to 80 gallons of bleach per 50,000 gallons of water and maintained for at least 2 hours. I recommend conducting treatments on June 1 and September 1 in 2025, followed by one treatment on September 1 in subsequent years.

At this concentration, there should be no issues or concerns regarding turf damage. However, it is important to take all safety precautions into account, along with ensuring the accuracy of the chemical application. Additionally, it's essential to use all personal protective equipment as specified on the product label.

Alternative treatments include copper sulfate and potassium permanganate applications to the irrigation reservoir and pump station wet well. These have also proven to be very effective.

Products can be sourced from local turf or agricultural product retailers.

As always, I'm available to answer any questions and discuss details about the application process.

Membership Totals October 2024

Child 1 Month: **30**
Child 6 Month: **37**
Child 12 Month: **80**
Monthly Billing: **81**
Total Child Memberships: 228

Veteran 1 Month: **2**
Veteran 6 Month: **4**
Veteran 12 Month: **17**
Monthly Billing: **36**
Total Veteran Memberships: 59

Adult 1 Month: **152**
Adult 6 Month: **127**
Adult 12 Month: **192**
Monthly Billing: **445**
Total Adult Memberships: 916

Corporate 12 Month: **27**
Corporate 6 Month: **19**
Corporate Senior: **8**
Corporate Family 12 Month: **39**
Corporate Monthly Billing: **37**
Total Corporate Memberships: 130

Senior 1 Month: **28**
Senior 6 Month: **28**
Senior 12 Month: **98**
Monthly Billing: **27**
Total Senior Memberships: 181

Corporate Membership Registrations (companies): 9

WSC Student Memberships: 375

District 7 Memberships: 122

Scholarships: Adult (15); Child (11)

Total ARC Memberships: 1,937 (.21% Increase from Sept.)

Paid Daily Visits October 2024

Adult: 1,225 Avg Per Day: **40**

Child: 2,298 Avg Per Day: **74**

Seniors: 82 Avg Per Day: **3**

Member Visits: 14,140

WSC Visits: 2,059

District 7 Visits: 536

Teams/Organizations Visits: 908

Total ARC Visits: 21,248 (31% increase from Sept.)

2024

DECEMBER

SUNDAY

CALENDAR YEAR

CALENDAR MONTH

FIRST DAY OF WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01 RFCC: Sassy Lady Vendor Keel: ARC: Mtg: Williston United Board, Bio Girls x 2 Courts: Parks:	02 RFCC: Keel: ARC: Mtg: Chord Energy Courts: Parks:	03 RFCC: Keel: ARC: Mtg: Chord Energy Courts: Parks:	04 RFCC: Keel: ARC: Mtg: Courts: Parks:	05 RFCC: Festival of Trees Keel: ARC: Festival of Trees Mtg: Festival of Trees Courts: Festival of Trees Parks:	06 RFCC: Boss Ladies Vendor, Festival of Trees, WSC vs Providence Keel: ARC: Festival of Trees Mtg: Festival of Trees Courts: Festival of Trees, WERC x 1 Parks: Festival of Trees, Candy Cane Classic Soccer Tournament	07 RFCC: Boss Ladies Vendor, WSC vs Providence Keel: ARC: Festival of Trees Mtg: Festival of Trees Courts: Festival of Trees, Candy Cane Classic Soccer Tournament Parks:
08 RFCC: Boss Ladies Vendor Keel: ARC: Festival of Trees Mtg: Festival of Trees Courts: Festival of Trees, Candy Cane Classic Soccer Tournament Parks:	09 RFCC: Keel: ARC: Mtg: Puzzlepalooza Courts: Parks:	10 RFCC: Keel: ARC: Mtg: Puzzlepalooza Courts: Parks:	11 RFCC: Keel: ARC: Mtg: Community Builders, Maizey Dental holiday party Courts: Parks:	12 RFCC: Keel: ARC: Mtg: Basin Consulting Holiday Party x 2 Courts: Parks:	13 RFCC: Ballin' Basketball Tournament, WSC vs TBD Keel: ARC: Ballin' Basketball Tournament Mtg: Courts: Ballin' Basketball Tournament, WHS Soccer, WUFC scrimmage Parks: Pool: Orange and Blue Swim Meet	14 RFCC: Ballin' Basketball Tournament, WSC vs TBD Keel: ARC: Ballin' Basketball Tournament Mtg: Williston Market Courts: Ballin' Basketball Tournament, WHS Soccer, WUFC scrimmage Parks:
15 RFCC: Ballin' Basketball Tournament Keel: ARC: Ballin' Basketball Tournament Mtg: Courts: Ballin' Basketball Tournament Parks:	16 RFCC: Keel: ARC: Mtg: Courts: Parks:	17 RFCC: Skate With Santa Keel: ARC: Mtg: Courts: Parks:	18 RFCC: Keel: ARC: Sit and Stitch (Senior Rm) Mtg: Courts: Parks: Pool: Lewis & Clark 3rd grade	19 RFCC: Keel: ARC: Williston Wolves (teen lounge) Mtg: Courts: Parks:	20 RFCC: Keel: ARC: Mtg: Courts: Parks:	21 RFCC: Keel: ARC: Mtg: Courts: WHS Soccer, WUFC scrimmage Parks:
22 RFCC: Keel: ARC: Mtg: Courts: Parks:	23 RFCC: Keel: ARC: Mtg: Courts: Parks:	24 RFCC: Keel: ARC: Mtg: Courts: Parks:	25 RFCC: Keel: ARC: Mtg: Courts: Parks:	26 RFCC: Keel: ARC: Mtg: Courts: Parks:	27 RFCC: Keel: ARC: Mtg: Courts: Parks:	28 RFCC: Keel: ARC: Mtg: Courts: WHS Soccer, WUFC scrimmage Parks:
29 RFCC: Keel: ARC: Mtg: Courts: Parks:	30 RFCC: Keel: ARC: Mtg: Courts: Parks:	31 RFCC: Keel: ARC: Mtg: Courts: Parks:	01 RFCC: Keel: ARC: Mtg: Courts: Parks:	02 RFCC: Keel: ARC: Mtg: Courts: Parks:	03 RFCC: Keel: ARC: Mtg: Courts: Parks:	04 RFCC: Keel: ARC: Mtg: Courts: Parks:
05 RFCC: Keel: ARC: Mtg: Courts: Parks:	06 RFCC: Keel: ARC: Mtg: Courts: Parks:	07 RFCC: Keel: ARC: Mtg: Courts: Parks:	08 RFCC: Keel: ARC: Mtg: Courts: Parks:	09 RFCC: Keel: ARC: Mtg: Courts: Parks:	10 RFCC: Keel: ARC: Mtg: Courts: Parks:	11 RFCC: Keel: ARC: Mtg: Courts: Parks:

CRIMINAL BACKGROUND CHECK POLICY

Policy No. 145

Original Date: 02/18/2013

Date Revised: 02/18/2013

In order to preserve the safety and well-being of all those who participate in the Williston Parks and Recreation District (WPRD) activities, including employees and volunteers, the Park Board of Commissioners adopts the following policy requiring background screening for hiring of employees.

Applicants for employment will be required to sign a written authorization form allowing WPRD to order an individual criminal background check of the applicant. The authorization form must be turned in prior to the start of employment. The applicant's employment, if service is provided prior to the background check being completed, is conditional. The conditional employment status with the WPRD may be terminated immediately, for cause, if the background check discloses prior conduct such as listed below.

Background checks might not be done on employees who are minors because there is typically an inability to receive any background information on minors. However, minors who are in positions that require operating WPRD licensed vehicles will have a driver's history and licensure check completed.

WPRD reserves the right to conduct random checks of its current full-time and part-time employees.

All background checks will minimally include a check for conduct involving the matters described below. WPRD will determine what, if any, additional areas to check are required by position. e.g. Drivers history, licensure and credit history.

WPRD, in its sole discretion, will select a reporting agency or method to conduct the criminal background checks. The program administrator will administer the process of requesting and reviewing background checks. All authorizations and information received as a result of the background check will be kept confidential and not disclosed to anyone outside of WPRD.

Should the background check disclose that the applicant was subject to any of the following offences, which would result in the application being rejected, the program administrator is responsible for notifying that applicant in a confidential manner.

In the event the applicant believes a mistake has been reported in their criminal background check, it is the applicant's responsibility to contact the reporting agency and resolve any issues. WPRD and its employees are not responsible for errors or omissions that may be reported on background checks.

A person will be disqualified and prohibited from serving as an employee for the WPRD if the person has been found guilty of the crimes described in items 1 through 4 below. Guilty means the person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by courts finding of guilty, regardless of whether there was an

adjudication of guilt (conviction) or a withholding of guilt or the record has been expunged. This policy does not apply if criminal charges resulted in acquittal or dismissal.

1. Any sexual offense, regardless of the amount of time since the offense. Examples include, but are not limited to:

- Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure.

2. Any felony that constitutes offenses against the person, regardless of the amount of time since the offense. Examples include, but are limited to:

- Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary.

3. Any crime, misdemeanor or felony involving children, regardless of the amount of time since the offense.

4. Any felony offense, other than those against the person or sexual, within the past 10 years. Examples include, but are not limited to:

- Drug offenses, theft, embezzlement, fraud.

A person may be disqualified and prohibited from servicing as an employee for the WPRD if the person has been found guilty of the crimes described in items 5 through 7 below. The consent or concurrence of the Executive Director, one Board Commissioner and one other department head, not to include the department head for the department to which the applicant would be assigned, (collectively, the Background Check Committee") is required to effect the employment of a person found guilty of an offense or subject to an order under items 5 through 9 below. Careful consideration will be given by the Background Check Committee as to the nature of the offense, the rehabilitation of the individual, the offense as it relates to the position being applied for and the potential risk to the children, volunteers or employees. Under no circumstances will the applicant be considered if the crime was one against children, involved violence, or was of a sexual nature. Misdemeanor convictions, particularly when remote in time, may be reviewed particularly where the applicant's conduct since the conviction indicates rehabilitation and lack of risk to children. Fraud or theft convictions may prevent the applicant from any positions regarding handling money or property. The decision of this committee will be final.

5. Any misdemeanor that constitutes an offense against the person within the past 5 years. Examples include, but are not limited to:

- Simple assault, battery, domestic violence, hit & run.

6. Any misdemeanor drug and alcohol offense within the past 3 years or multiple such offenses in the past 10 years. Examples include, but are not limited to:

- Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia.

7. All other misdemeanors within the past 3 years that could be considered a potential danger to children or is directly related to the functions of the applicant. An example of this is theft if the person is handling money.

In addition, applicants may be disqualified if they have:

8. Been adjudged liable for civil penalties or damages involving conduct substantially similar to the criminal activity described in items 1 through 7 above.

9. Been subject to any court order involving sexual abuse or physical abuse of a minor, including but not limited to a domestic order of protection.

Should any charges for the above-mentioned offenses be pending or brought against an employee during the term of their employment with WPRD, the employee shall be suspended until such time as the charges have been cleared or dropped and they are reinstated by the staff. An employee is required to disclose to the Department Supervisor or Executive Director any charges that are brought during his/her time with the department.

Nonwaiver:

Nothing in this policy shall be construed as a waiver or limitation of the discretion of the WPRD to disqualify an applicant for employment when, in the sole opinion of WPRD, such is in the interests of the WPRD, its staff, or its program participants and the WPRD programs.

DISCLAIMER: Williston Parks and Recreation District Personnel Policies are not intended as a contract of employment and do not constitute one. WPRD may change, delete, suspend, or discontinue any policy or benefit described herein at any time with or without prior notice

DRESS CODE

Policy No. 135

Original Date: 01/01/1997

Date Revised: 02/18/2013

All employees will adhere to the following dress code:

Athletic Smart Casual Dress Code for Staff

- **Tops:** Wear well-fitted polo shirts, athletic blouses, or smart performance tees. Avoid t-shirts with excessive graphics, logos, or controversial content. If you're unsure, choose something else.
- **Bottoms:** Opt for neutral-colored tailored joggers, sleek athletic pants, well-fitted shorts, clean non-distressed jeans, or athletic leggings. Aim for a sporty yet polished appearance.
- **Footwear:** Select clean athletic sneakers or shoes/sandals in good condition. Please refrain from wearing flip-flops.
- **Outerwear (indoors):** A lightweight athletic jacket or hoodie is acceptable, as long as it has no excessive graphics, logos, or controversial content. Tailored or sleek designs are preferred.
- **Accessories:** Keep it simple with minimalist sports watches or fitness trackers. Jewelry should be practical. No beanies indoors; clean billed hats are acceptable.
- **Affiliates:** All WPRD/WPRD affiliated team wear (Tetons, Coyotes, Sealions, Chaos, Keybirds, Boom, WBBC, Wonders, Flyers, etc.) is approved.

All employees are expected to have a clean and neat appearance. This includes personal hygiene and grooming. Employees are in the public eye and therefore are ambassadors of the WPRD. Employees' appearance should reflect that position.

Employees working around or with tools and machinery shall wear clean full length slacks, pants or jeans and shirts with sleeves. Canvas type shoes are not allowed when operating any type of machinery.

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Employee Compensation Policy

Policy No. 260

Original Date: 01/01/1997

Date Revised: 06/20/2023

Provisional Period

The provisional or work testing period is an integral part of the examination process and shall be utilized to observe the employee's work and for rejecting any employee whose performance does not meet the required standards.

Each person certified and appointed to a regular position shall be required to serve a provisional period commencing immediately upon appointment. The length of the provisional period shall be determined by the Executive Director and shall be for a period of no more than six (6) months. Such a provisional period may be extended by the Executive Director if inadequate job performance is evident.

Salary Increases

If an employee receives a positive evaluation after six (6) months from their hiring date, they are eligible for an additional \$1,500 pay increase to their hiring salary. The change in salary should take effect at the subsequent pay period. The evaluation is completed by the employee's direct supervisor and approved by the Executive Director.

Promotions will be deemed appropriate in cases of increased responsibility and/or department expansion.

All staff will be evaluated annually and will be eligible for an annual cost of living salary increase. Cost of living salary increase amounts will be determined by the Executive Director, as funding permits.

If staff have performed well above expectations as noted during the annual review process, they will be deemed eligible for a merit-based salary increase. Salaries are based on position, location, and market conditions. Compensation may be capped according to role, job title, and regional cost-of-living differences. Salaries are also influenced by industry standards and the company's financial performance, ensuring fair and sustainable pay across the organization.

*The cost of living and merit-based salary increases may be waived at the discretion of the Executive Director.

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MOTOR VEHICLE RECORDS

Policy No. 340

Original Date: 01/01/1997

Date Revised: 02/18/2013

A policy has been established which disallows any potentially unsafe drivers from operating any WRPD vehicles or equipment. Random motor vehicle record checks will be conducted annually as a part of this policy. Employees must notify their immediate supervisors of any change or violations to their driving record.

DRAFT

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OPEN DOOR

Policy No. 100

Original Date: 01/01/1997

Date Revised: 02/18/2013

All employees are encouraged to provide input and suggestions concerning the overall operation and programs of the District, following the proper channels of communication. Employees should initially bring their comments to their immediate supervisor. In those cases where that may be inappropriate, employees should utilize Human Resources. In those cases where that may be inappropriate to approach Human Resources, they should approach the Executive Director.

The Williston Park District operates in an "open door" manner. All employee input is considered and can be presented without fear of personal recrimination on the employee or his or her position.

DRAFT

OPEN RECORDS

Policy No. 120

Original Date: 02/18/2013

Date Revised: 02/18/2013

Williston Parks and Recreation District being a government body must comply with the open records provision found in both the North Dakota Constitution and the North Dakota Century Code. Refer to the ND Constitution or ND Century Code if more information is needed.

EMPLOYEE PERSONNEL FILES AND OPEN RECORDS LAWS

Under the Open Records Laws, records not specifically exempt by statute are open and accessible for inspection. Employee personnel files have not been exempted and with the following exceptions are considered open.

Under the Open Records Laws, the only materials in any type of employee personnel file that are not available for public review are:

1. Information pertaining to an individual's retirement account balance.
2. Disability applications and benefits, as well as a surviving spouse's application for such benefits.
3. Information pertaining to employee's group medical records for claims and amounts applied for as supplemental life insurance coverage.
4. Medical records and related data of employees, retirees, and dependents stemming from the group insurance.
5. Employee's medical treatment or information pertaining to the use of an employee assistance program.

To ensure confidentiality, these items are maintained in a separate file.

GENERAL INFORMATION

The employee personnel file maintained by the Williston Parks and Recreation District is considered the official personnel file of the employee. This file is retained for a period of six years after termination, or after last action. After that time, a limited amount of service information is available from the Williston Parks and Recreation District.

The following applies to the official personnel file of each employee (NDCC 54-06-21):

1. No documents dealing with an employee's character or performance may be placed in the file unless the employee has had the opportunity to read the material.

Employees must acknowledge they have read documents regarding their character and performance by signing the actual copy to be filed, or an attachment to the actual copy to be filed, with the understanding the signature

merely signifies the employee has read the material and does not necessarily indicate the employee agrees with its contents.

If the employee refuses to sign the document, then the Executive Director will indicate on the document that the employee was shown the material, was requested to sign the document verifying the employee had read the material and refused to sign the document to be filed. This statement verifying the employee's refusal to sign must be signed and dated in the presence of the employee and a witness.

2. Employees may respond to any material filed in their personnel file. The answer must be attached to the file copy.
3. Material without merit or determined to not have merit through an established grievance procedure must be immediately removed from the file and may not be used against an employee.
4. No anonymous letter or materials may be placed in the employee's file.
5. Except for performance appraisals, an employee may file a grievance on material in their file.
6. Supervisors and the Executive Director are encouraged to place information of a positive nature in the employee's file, including such material received from outside competent and responsible sources, indicating special competencies, achievements, performances, or contributions of a professional or civic nature.

This policy does not prohibit supervisors or the Executive Director from maintaining written notes or records of an employee's performance separate from the official personnel file for the purpose of preparing evaluations or possible disciplinary action. The Executive Director and supervisors often maintain working files on their employees.

When an employee terminates, the employee's working file should be transferred to the personnel file.

ACCESS TO EMPLOYEE PERSONNEL FILES

This policy does not affect the review of official personnel files for normal working uses (supervisors, interviewers, etc.).

A Record of Access, SFN 17770, to the employee personnel file is maintained by the Williston Parks and Recreation District and is available to the employee when the employee examines the file. (NDCC 54-06-21)

Employee Access

1. The employee, or designated representative, must be allowed to examine his or her file by appointment during regular office hours.
2. The individual may take notes.

3. The employee must be permitted to copy any material in the file at his or her expense.
4. The Executive Director, or his or her designee, will remain with the individual during the review of the file.

Public Access

Individuals wishing to review an employee's personnel file should be directed to the Executive Director where the official and complete file is maintained.

1. The file must be reviewed by appointment during regular office hours.
2. The individual should specify the information he or she wishes to review, if that information can be identified.
3. The individual may take notes.
4. Reasonable requests for copies of information contained in the file may be provided at the discretion of the Executive Director. Costs for reproduction are 10¢ per single side and 20¢ for double side.
5. The Executive Director, or his or her designee, will remain with the individual during the review of the file.
6. When an employee's personnel file has been reviewed, the employee must be notified in writing of the review and the person who reviewed it.

INFORMATION REQUESTS

Salary Information

Only the Executive Director may answer requests for salary information for employees. All requests for salary information must:

1. Be made in writing and specify what information is requested.
2. Include a daytime phone number where the requestor can be reached.

Job References

All requests from other employers for job references on current or former employees will be answered in writing by Human Resources and/or Supervisor. The requests must be made in writing and must be specific as to what information is desired. The type of information normally supplied includes:

1. Name
2. Classification
3. Specific job responsibilities
4. Dates of employment
5. Salary

A copy of the request and the response is placed in the personnel file.

Under the Open Records Laws, the prospective employer is allowed to review an employee's personnel file when additional information is desired. Employees may serve as a personal reference for non-work-related information.

Letters of Recommendation

Letters of recommendation may be prepared by supervisors if requested by the employee. The request must be made in writing and must be specific as to what information is desired. The supervisor's recommendation should clearly state that the information provided is the opinion and judgment of the supervisor and is not intended to be the opinion or judgment of the WPRD.

When a supervisor, who has agreed to provide the information, is contacted by telephone or in person and chooses to provide the information in that manner, the supervisor should state that the information is their own opinion and judgment and is not intended to be the opinion or judgment of the WPRD. The information provided, whether in writing on plain white paper, by phone, or in person, should be restricted to information that directly relates to the supervisor providing the information and can be supported by documentation in the official personnel file. For example:

1. When the employee worked for the supervisor.
2. The employee's classification.
3. The employee's specific job responsibilities.

The WPRD should be notified of the date and the name of the person to whom a recommendation has been provided.

Under the Open Records Laws, the prospective employer is allowed to review an employee's personnel file for additional information.

Employment Verification

Requests for verification of employment are usually required by financial institutions or credit companies. When possible, the request for verification should:

1. Be made in writing.
2. Include the signature of the employee.

Any questions concerning this policy or the North Dakota Open Records Laws should be directed to the Executive Director.

DISCLAIMER: Williston Parks and Recreation District Personnel Policies are not intended as a contract of employment and do not constitute one. WPR may change, delete, suspend, or discontinue any policy or benefit described herein at any time with or without prior notice

Organizational Structure and Expectations

Original Date: 01/01/1997

Date Revised: 02/18/2013

Chain of Command:

Rank Order

President of the Board of Park Commissioners
Vice-President of the Board of Park Commissioners
Park Board Commissioners
Executive Director
Directors
Department Managers/Superintendents
Department Coordinators/Specialists/Techs
Part-Time Employees
Seasonal Part-Time Employees
Contracted Employees

The Board of Park Commissioners of the Williston Parks & Recreation District employs the Executive Director of Parks and Recreation to whom it delegates responsibility for the day to day administration of the District. The Executive Director manages the staff using policies approved by the Board of Park Commissioners.

Park District employees are accountable to their direct supervisor following the chain of command through whom all information is channeled to the Executive Director, through whom all communication to the board is channeled. An employee who does not follow the above stated policy of channeling information is subject to disciplinary action.

Employment Classifications Employees are classified as follows:

1. Salaried full time employees – work 40 hours or more per week.
2. Seasonal employees – work 40 hours per week or less on a seasonal basis.
Seasons defined as follows:

April 1 – August 15	Spring/Summer
August 16 – October 31	Fall
November 1 – March 31	Winter
3. Recognized positions – permanent part time employees – varied schedules.

Responsibilities: The Board of Park Commissioners has the ultimate responsibility of the operation for the District and all of its functions and activities and the planning required in accomplishing the foregoing functions. The prime function of the Board is the collectively determine policy for the District to approve all expenditures, to approve basic procedural guidelines; to act as a forum for the public. The Board delegates responsibility and authority regarding functions of the District. Delegations are made by means of written policies and instructions.

SMOKING/TOBACCO/VAPING USE

Policy No. 130

Original Date: 01/01/1997

Date Revised: 02/18/2013

Smoking/Tobacco/Vaping Use:

The WPRD offers a smoke free work environment to all employees. Smoking, tobacco, and vaping use is not allowed in WPRD buildings/facilities/equipment/vehicles. There may be a designated smoking area for each facility. Smokers are responsible for keeping the area clean and free of smoking debris. Violation of this policy shall result in disciplinary action.

Higher Standard

All WPRD Employees will be held to a higher standard with regard to smoking/vaping or the use of tobacco due to their visibility as WPRD representatives. Youth are especially influenced by actions and behaviors of adults. District Employees should be mindful of their influence on the youth and always act in a healthful manner as an example.

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