

Approved: 12.16.25

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION
WAS HELD AT 5:30 P.M. Nov 18th 2025 AT THE WARC.**

ATTENDANCE

PRESENT: Liffrig, Jangula, Heller, Linghor, Roness

ABSENT: None

OTHERS: Barsh, Ludlum, E. O'Rear, Casey, Jess, Mike, Michael Anthony, Laurie, Amanda, Miranda, Jim

CALL TO ORDER

President **Heller** called the meeting to order. 5:32pm

ADDITIONS / DELETIONS TO THE AGENDA

- None

APPROVAL OF MINUTES

MOTION by Liffrig, **SECONDED** by Jangula, to approve the minutes of the previous meeting as received.

MOTION CARRIED.

APPROVAL OF BILLS

MOTION by Roness, **SECONDED** by Jangula, to approve the Park District bills.

- **ROLL CALL AYE:** Liffrig, Jangula, Heller, Roness, Linghor
- **NAY:** None
- **ABSENT:** None

MOTION CARRIED.

FINANCIAL REPORT – November 2025

Revenue & Expenses

- **Revenue:** \$1,696,948.79
- **Expenses:** \$930,237.06

Sales Tax

- **1% Sales Tax:** \$1,085,776.65
- **Current Average Monthly Sales Tax:** \$1,100,886.62

Finance Operations

- **2025 Budget Projection:** \$895,833.34
- **2025 Projected Receipts:** \$10,750,000.00

Cash Fund Balance (End of October)

- **Total Cash Fund Balance:** \$3,051,857.62
 - **WPRD General Fund:** \$1,006,949.76
 - **Capital Funds/Reserve Funds** – See charts below

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		Sept. Interest	Oct Interest	Total
Deposit Amount		\$ 873.03	\$ 851.74	\$ 1,006,949.76
Parks	20%	\$ 174.61	\$ 170.35	\$ 201,389.95
Athletic Fields/Golf Course	15%	\$ 130.95	\$ 127.76	\$ 151,042.46
Facilities	20%	\$ 174.61	\$ 170.35	\$ 201,389.95
Rainy Day	25%	\$ 218.26	\$ 212.94	\$ 251,737.44
Capital Purchase	20%	\$ 174.61	\$ 170.35	\$ 201,389.95

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

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

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MOTION by Roness, **SECONDED** by Linghor, to approve the Park District Financial Statement.

- **ROLL CALL AYE:** Liffbrig, Jangula, Heller, Linghor, Roness
- **NAY:** None
- **ABSENT:** None

MOTION CARRIED.

EXECUTIVE DIRECTOR / STAFF REPORT

Williston Ice & Turf Project

- A construction management company will be recommended to the board per tonight's agenda; the project will not move forward until a contract is finalized.
- Work continues with both the **fundraising committee** and **design committee**.
- WPRD is maintaining oversight while allowing user groups to contribute to design decisions.
- Anticipated ground-breaking: **Spring 2026**.
- An Ice Facility Management meeting is scheduled for **December 4th**.

Municipal Golf Course Expansion

- The submittal review process concluded today.
- Three firms have been selected as finalists for the renovation project.
- All firms are large, reputable companies with experience building golf courses worldwide.
- Each firm is capable of self-performing the work or utilizing qualified local subcontractors.

RFCC Renovation / ARC Projects

- An RFQ for construction management services will be issued soon.
- One firm will oversee both the RFCC renovation and the ARC projects and potentiall the vertical structures at the Municipal Golf Course as well, as these are smaller-scale and manageable under a single contract.
- Goal: secure a firm by **February/March 2026**.

SLP Overlook Paving

- The RFP will be issued in **January 2026**.
- Several firms have expressed interest and are awaiting release of the RFP.
- \$150,000 in grant funding has been awarded for this project.

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Western Star Fastpitch Complex

- The project is progressing smoothly, led by **Williston Boom**.
- A master site plan is in development.
- Once the vision and layout are finalized, the project will move into cost estimation and fundraising planning.

Preliminary Budget

- The **2026 budget** is still in development and will be finalized at the **December Park Board Meeting**.
- WPRD is projected to end the year with a surplus.
- Goal for 2026 is to adhere closely to budgeted amounts and seek Park Board approval for any increases to project lines.

Staff Reviews

- Management staff will prepare reviews meet with Joe to review the information to determine raises before finalizing evaluations.

Recreation

- October “Wonder Programs” included **Adaptive Swimming**; a fundraiser at The Moose raised **\$800**, and Chatter also selected the program for a donation.
- **Travel Basketball** will begin soon.
- **Chaos Volleyball** completed tryouts and will host a parent meeting shortly.
- Recent special events included: **Movie in the Park, Mini Golf Night, Skate Night, Puzzle Palooza, and Spook Speedway**.
- A new Recreation Coordinator has been hired.
- **Ballin’** will be held in December.
- All **January–April 2026 recreation programs** are now open.

Facilities

- Guest Services memberships are increasing.
 - Facility scheduling has been completed through **May 2026**.
 - A new **lead position** has been created in Facilities—each shift will now include a designated team leader.
 - Digital waivers have been implemented to reduce paper use; members now scan a QR code and complete the waiver via a third-party app.
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OLD BUSINESS

Potential Parkland Acquisition Discussion

- Per board direction, staff contacted realtors and submitted an offer of **\$185,000**.
 - The seller countered at **\$195,000**, and the offer was accepted.
 - No site planning will occur until the transaction is closed.
 - Parcels included:
 - **01-269-00-00-31-220**
 - **01-269-00-00-31-210**
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NEW BUSINESS

Compass Capital Presentation

- Mark from Compass Capital presented how the firm manages **bond proceeds**.
- Provided an overview of firm history (founded in **1988, 100% employee-owned**) and their investment approach.
- Compass manages three types of accounts: **Project Fund, Bond Fund, and Debt Reserve Fund**.
- Strategy focuses on maximizing returns while ensuring liquidity for ongoing construction expenses.
- For a **\$60 million Project Fund**, projected earnings are approximately **\$180,000 per month** under current market conditions.
- Fee structure: **Fee% is based on returns**, billed quarterly; WPRD qualifies for a **20% nonprofit discount**.
- Board requested further due diligence, including contacting other North Dakota park Municipalities and non-profits to compare practices and results.
- Board noted risks are minimal and discussion centers more on potential earnings.
- Topic **tabled** pending additional research; will be added to the **Special Meeting agenda for Thursday, November 20th**.
- **MOTION** by Liffbrig, **SECONDED** by Jangula, to table until the Special Meeting.
 - **ROLL CALL AYE:** Liffbrig, Jangula, Heller, Linghor, Roness
 - **NAY:** None
 - **ABSENT:** None

CMAR – Williston Ice/Turf Facility Firm Selection

- Finalists:
 - **PCL**
 - **JE Dunn**
 - **FCI**
 - **MOTION** by Linghor, **SECONDED** by Jangula, to approve **JE Dunn** as the CMAR firm.
 - **ROLL CALL AYE:** Liffrig, Jangula, Heller, Linghor, Roness
 - **NAY:** None
 - **ABSENT:** None
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SLP Building Lease – WBSD #7

Parcel: 01-328-00-62-86-000

- **MOTION** by Roness, **SECONDED** by Jangula, to approve the lease for the gun club in the former zoo building at Spring Lake Park.
 - **ROLL CALL AYE:** Liffrig, Jangula, Heller, Linghor, Roness
 - **NAY:** None
 - **ABSENT:** None
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Park Land Donation to Williston Basin School District #7

- **MOTION** by Jangula, **SECONDED** by Roness, to approve the donation of WPRD-owned land to McVay Elementary.
 - **Parcel ID: 01-328-00-62-86-000**
 - **ROLL CALL AYE:** Liffrig, Jangula, Heller, Linghor, Roness
 - **NAY:** None
 - **ABSENT:** None
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No correspondence or public comments were provided.

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Next Meeting

The next Park Board Meeting will be held on **December 15th at 5:30 p.m.**

Adjournment

MOTION by Jangula, **SECONDED** by Roness, to adjourn. **MOTION CARRIED.**

ATTEST:

Rhonda Ludlum, Fitness and Wellness Manager