



West Fargo Park Board Meeting
Wednesday, August 12, 2026 at 5:30 PM
Rustad Recreation Center - Harvest Room

Meeting Items

1. Call to Order
2. Pledge of Allegiance
3. Approve Order of Agenda
4. Approve Minutes | 07-08-2026 | 07-15-2026 | Open Records

Consent Agenda

1. Financial Report
2. Bills
3. Bank Account Authorized Users

Regular Agenda

1. Recognition of Audience/ Public Comment
2. Rendezvous 5 & 6
3. 2027 Preliminary Budget Approval
4. Rustad Rental Rates
5. Trespass and Suspension Policy
6. Supervisor Report
7. Quarter 2 Report
8. Non-Agenda
9. Adjourn



West Fargo Park Board met Wednesday, July 8, 2026, at Rustad Recreation Center - Harvest Room. Commissioner Lauritsen called meeting to order at 10:30 AM a. In attendance were .

The park board attended an open records training along with West Fargo Park District Staff.

The meeting was adjourned at 11:52am.

President Jake Lauritsen

Clerk Karissa Endres



West Fargo Park Board met Wednesday, July 8, 2026, at Rustad Recreation Center - Harvest Room. President Lauritsen called meeting to order at 12:00 PM and the Pledge of Allegiance was recited. In attendance were Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen.

Approve Order of Agenda

Motion: Motion to approve the Order of the Agenda.

1st Motion: Commissioner Gellner

2nd Motion: Commissioner Seymour

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

Approve Minutes | 06-10-2026

Motion: Approve the minutes from June 10, 2026 meeting.

1st Motion: Commissioner Rasmussen

2nd Motion: Commissioner Heise

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

Recognition of Audience/ Public Comment

Governance Monitoring

Motion: Motion to establish subcommittees, and require each subcommittee to meet at least quarterly, with additional meetings as needed.

1st Motion: Commissioner Gellner

2nd Motion: Commissioner Seymour

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

Motion: Motion to accept and file the governance monitoring forms, along with request we receive forms one month early.

1st Motion: Commissioner Rasmussen

2nd Motion: Commissioner Heise

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

Election of Officers and Portfolios

Motion: Move to elect Jake Lauritsen as President of the West Fargo Park Board for a two-year term.

1st Motion: Commissioner Gellner

2nd Motion: Commissioner Rasmussen

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

Motion: Move to elect Dan Seymour as Vice President of the West Fargo Park Board for a two-year term.

1st Motion: Commissioner Heise

2nd Motion: Commissioner Gellner

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No:

None, Abstain: None

Motion: Move to approve the following Board portfolio assignments: West Fargo Events: Commissioner Chris Heise with Commissioner Ryan Gellner at large. West Fargo Parks & Recreation Foundation: Commissioner Bob Rasmussen and Vice President Dan Seymour. Recreation Portfolio: Commissioner Ryan Gellner and Vice President Dan Seymour. Operations Portfolio: Commissioner Chris Heise and Commissioner Bob Rasmussen. Administration Portfolio: Park Board President Jake Lauritsen.

1st Motion: Commissioner Heise

2nd Motion: Commissioner Gellner

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

2027 Horace Park District Recreation Programming Agreement

Motion: Move to approve the 2027 Recreation Programming Agreement between the West Fargo Park District and the Horace Park District in the amount of \$55,000.

1st Motion: Commissioner Heise

2nd Motion: Commissioner Seymour

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

2027 Budget Preview

Motion: Approve the 2027 budget amounts: \$75,349 for New Growth Allowance, \$115,496 for 3% Cap Allowance, and \$3,965,350 for Current Year Cap.

1st Motion: Commissioner Rasmussen

2nd Motion: Commissioner Heise

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

Motion: Approve the Employee Raise Allocation of 2.8% for COLA and 1.2% for Merit Adjustment.

1st Motion: Vice President Seymour

2nd Motion: Commissioner Rasmussen

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

Motion: Set the Public Budget Hearing for 6:00 pm on Wednesday, September 9, at the Rustad Recreation Center with the Budget Review available at www.wfparks.org.

1st Motion: Commissioner Rasmussen

2nd Motion: Commissioner Gellner

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

Discussion of E-Bikes, Electric Scooters, and Other Micromobility Devices

Hockey Contract

Motion: Approve contract for two years, a minimum of twelve hundred hours per hockey season, and rates of \$180 and \$190 per hour for the respective hockey seasons.

1st Motion: Commissioner Rasmussen

2nd Motion: Commissioner Heise

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

Deferred Maintenance Items

Rendezvous 5 and 6

Supervisor Report

Non-Agenda

The meeting was adjourned at 1:48pm.

President Jake Lauritsen

Clerk Karissa Endres



West Fargo Park Board met Wednesday, July 15, 2026, at Rustad Recreation Center - Harvest Room. President Lauritsen called meeting to order at 12:03 PM. In attendance were Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen.

Approve Order of Agenda

Motion: Motion to Approve order of agenda.

1st Motion: Commissioner Rasmussen

2nd Motion: Commissioner Heise

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

Consent Agenda

Motion: Motion to approve the financial report, bills \$488,618.65 and acknowledge the remaining June bills of \$21,165.68 and \$57,295.74.

1st Motion: Commissioner Gellner

2nd Motion: Commissioner Heise

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

Adopt National Incident Management System

Motion: Move to adopt the National Incident Management System (NIMS) as the West Fargo Park District's incident management framework and direct staff to implement applicable NIMS requirements.

1st Motion: Commissioner Gellner

2nd Motion: Commissioner Seymour

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

Rendezvous 5 & 6

Motion: Move to approve plans and specs as presented and direct clerk to advertise for bids as presented.

1st Motion: Commissioner Rasmussen

2nd Motion: Commissioner Gellner

Action Taken: Passed. Yes: Jake Lauritsen, Chris Heise, Dan Seymour, Ryan Gellner, Robert Rasmussen, No: None, Abstain: None

The meeting was adjourned at 12:12pm.

President Jake Lauritsen

Clerk Karissa Endres

08/05/26
11:41:49

WEST FARGO PARK DISTRICT
Income Statements Summarized
For the Accounting Period: 7 / 26

Page: 1 of 1
Report ID: LB170AS1

8030 GENERAL FUND

Account	Description	----- Current Year -----				
		Current Month	Current YTD	Budget	Variance	%
Revenue						
310000	TAXES	639,264.89	3,516,271.35	3,798,000.00	-281,728.65	93
330000	INTERGOVERNMENTAL	79,724.02	555,601.45	1,175,000.00	-619,398.55	47
340000	CHARGES FOR SERVICES	204,821.44	1,367,870.84	1,719,000.00	-351,129.16	80
	Total Revenue	923,810.35	5,439,743.64	6,692,000.00	-1,252,256.36	81
Expenses						
451000	ADMINISTRATION	134,522.63	721,865.10	1,239,194.00	517,328.90	58
451200	PARK OPERATIONS	182,765.19	1,174,010.87	1,936,750.00	762,739.13	61
451500	RUSTAD CENTER	75,194.93	647,769.93	1,170,707.00	522,937.07	55
453300	VETS POOL / SW	58,020.02	159,933.95	259,502.00	99,568.05	62
453900	VETS ARENA	41,193.23	433,106.38	845,189.00	412,082.62	51
454000	MARKETING	18,191.21	107,602.61	263,487.00	155,884.39	41
456000	RECREATION	102,097.31	545,628.47	976,720.00	431,091.53	56
	Total Expenses	611,984.52	3,789,917.31	6,691,549.00	2,901,631.69	57
	Net Income from Operations	311,825.83	1,649,826.33			
	Net Income	311,825.83	1,649,826.33			

Combined Funds

Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Revenue							
310001	Property Taxes	639,264.89	3,516,271.35	3,798,000.00	-281,728.65	9,161.16	3,382,898.77
335600	State Aid	79,724.02	555,601.45	1,175,000.00	-619,398.55	88,353.40	636,250.28
340001	Rustad Gym	8,165.90	99,475.76	125,000.00	-25,524.24	8,883.89	98,879.54
340002	Rustad Party	4,034.27	53,055.18	95,000.00	-41,944.82	4,655.29	51,432.95
340003	Rustad Concessions	2,784.34	56,644.96	70,000.00	-13,355.04	2,246.99	59,123.90
340004	Rustad Pickleball	1,435.33	22,431.77	40,000.00	-17,568.23	2,292.80	34,994.17
340005	Rustad Turf	1,102.33	62,797.43	110,000.00	-47,202.57	1,212.80	59,919.63
340006	Rustad Open Gym	402.43	11,971.95	13,000.00	-1,028.05	560.23	7,225.13
340007	Rustad Playground	5,799.53	56,267.01	95,000.00	-38,732.99	6,938.88	58,227.53
340008	Rustad Punch Cards	-125.47	-1,685.24	5,000.00	-6,685.24	-4.22	-2,898.61
340009	Rustad Room	1,254.89	12,250.43	19,000.00	-6,749.57	1,445.39	15,551.12
340010	Miscellaneous	202.00	8,489.96	15,000.00	-6,510.04	9,609.79	26,280.36
340011	Senior Programming					-45.80	1,042.09
340012	Marketing		3,250.00	20,000.00	-16,750.00	3,175.70	8,800.70
340013	Ball Programs	3,117.30	57,272.78	63,000.00	-5,727.22	2,418.14	38,123.46
340014	Basketball Metro			38,000.00	-38,000.00		
340015	Basketball Youth	699.95	9,580.43	11,000.00	-1,419.57	960.30	6,399.20
340016	Horace Parks Fee	50,000.00	50,000.00	50,000.00			
340018	Ballfield Concessions	23,064.79	43,229.20	20,000.00	23,229.20	16,586.19	28,820.41
340019	Creative Arts	33.22	11,143.20	20,000.00	-8,856.80	1,391.18	13,945.52
340020	Frostival						1,200.00
340021	Flag Football	18,689.45	56,391.58	60,000.00	-3,608.42	19,021.19	40,141.96
340022	Preschool Programs	2,684.80	29,514.86	22,000.00	7,514.86	1,323.00	15,478.25
340023	Rummage Sale					182.67	8,155.05
340024	Science Tech	1,380.90	10,015.83	17,000.00	-6,984.17	1,325.21	10,509.89
340026	Shelters	4,052.69	28,139.21	30,000.00	-1,860.79	3,772.44	24,345.45
340027	Shooting Sports	200.00	3,805.67	11,000.00	-7,194.33	48.50	5,887.93
340028	Skating	7,165.88	38,958.30	34,000.00	4,958.30	3,178.20	22,998.42
340029	Soccer	5,832.12	32,284.25	25,000.00	7,284.25	2,957.94	17,491.06
340030	Field Fees	8,847.40	21,796.38	50,000.00	-28,203.62	8,327.21	24,979.13
340031	Special Events	1,556.09	43,427.08	60,000.00	-16,572.92	5,399.00	36,255.15
340032	Pickleball	375.00	2,947.55	10,000.00	-7,052.45		
340033	Tennis	1,689.95	11,058.39	10,000.00	1,058.39	2,052.90	10,333.82
340034	Theater	720.00	3,699.98	9,000.00	-5,300.02	1,574.61	4,083.31
340035	VMarena Concessions	1,051.94	66,654.06	85,000.00	-18,345.94	1,241.11	55,681.91
340037	VMarena Rental	521.25	46,276.88	60,000.00	-13,723.12	1,729.50	42,137.23
340038	VMarena Ice Rental	9,000.00	288,448.00	285,000.00	3,448.00	2,475.00	277,500.58
340040	VMpool Admissions	23,371.14	52,434.32	50,000.00	2,434.32	22,189.72	43,460.10
340041	VMpool Concessions	11,307.28	23,113.21	25,000.00	-1,886.79	8,984.82	16,929.09
340042	VMpool Punch Cards	-842.46	-36.06	5,000.00	-5,036.06	-1,306.53	-681.70
340043	Volleyball Adult		20,038.27	31,000.00	-10,961.73		19,688.10
340044	Volleyball Youth	5,247.20	32,728.26	31,000.00	1,728.26	3,525.03	20,726.28
	Total	923,810.35	5,439,743.64	6,692,000.00	-1,252,256.36	247,843.63	5,222,317.16

Combined Funds							
Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Expenses							
451000	ADMINISTRATION						
110	Full Time Salaries	45,585.51	341,970.22	605,831.00	263,860.78	183,655.80	1,264,987.22
111	Park Board Salaries	1,398.75	9,791.25	17,000.00	7,208.75	1,365.00	9,555.00
113	Benefit Payouts		14,411.71	20,000.00	5,588.29		14,483.44
115	Overtime					1,278.58	9,481.62
210	Computer Services	1,919.60	15,495.99	25,000.00	9,504.01	13,798.66	55,332.59
220	Payroll Taxes / WSI	3,270.11	26,807.46	57,855.00	31,047.54	25,975.39	141,706.68
230	Retirement	10,970.80	66,934.07	98,508.00	31,573.93	28,909.02	201,093.29
240	Workforce Safety Ins					2,040.22	11,017.40
250	Misc		1,962.63	5,000.00	3,037.37		53.53
270	Payroll Liabilities	468.64	-700.71	1,000.00	1,700.71	6,403.28	13,835.59
280	Pro Resources Fee					8,690.01	47,371.92
285	City of West Fargo Fee		16,000.00	20,000.00	4,000.00		
312	Attorney	826.92	7,501.92	10,000.00	2,498.08	200.00	6,455.00
320	Health Insurance	6,656.26	50,356.78	71,000.00	20,643.22	23,686.32	216,935.30
321	Property Insurance	59,751.00	59,751.00	62,000.00	2,249.00		
323	Liability Insurance		63,889.00	65,000.00	1,111.00		60,065.00
335	Professional Devel			6,000.00	6,000.00		8,400.00
340	Travel			6,000.00	6,000.00		1,228.98
341	Meetings		1,649.00	5,000.00	3,351.00	35.00	1,772.96
356	Phone	288.76	2,392.44	3,000.00	607.56	682.22	9,657.22
369	Audit		24,633.54	30,000.00	5,366.46		16,816.30
383	Car Allowance	464.14	649.26	2,000.00	1,350.74	865.55	2,413.75
410	Office Supplies	878.14	6,133.56	20,000.00	13,866.44		
422	Clothing Allowance		664.04	4,000.00	3,335.96	2,602.64	8,949.93
455	Safety			5,000.00	5,000.00		
667	Memberships	2,044.00	6,861.94	10,000.00	3,138.06	293.57	7,016.02
815	Deferred Maintenance		4,710.00	50,000.00	45,290.00	12,680.15	12,680.15
890	Transfer Out			40,000.00	40,000.00		
	Total Account	134,522.63	721,865.10	1,239,194.00	517,328.90	313,161.41	2,121,308.89
	Total	134,522.63	721,865.10	1,239,194.00	517,328.90	313,161.41	2,121,308.89
	Net Income from Operations	-134,522.63	-721,865.10			-313,161.41	-2,121,308.89
	Net Income	-134,522.63	-721,865.10			-313,161.41	-2,121,308.89

Combined Funds							
Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Expenses							
451200	PARK OPERATIONS						
109	Part Time Wages	41,016.20	93,083.81	130,000.00	36,916.19	41,659.21	75,391.98
110	Full Time Salaries	58,493.53	444,921.03	740,181.00	295,259.97		
115	Overtime	1,057.82	8,027.63	10,000.00	1,972.37		
210	Computer Services	954.38	8,945.33	15,000.00	6,054.67		
220	Payroll Taxes / WSI	7,279.31	40,283.79	79,216.00	38,932.21		
230	Retirement	9,290.91	68,720.83	120,353.00	51,632.17		
270	Payroll Liabilities	474.86	2,580.80	1,000.00	-1,580.80		
285	City of West Fargo Fee		19,000.00	20,000.00	1,000.00		
320	Health Insurance	11,319.49	82,855.46	154,000.00	71,144.54		
335	Professional Devel		2,875.00	5,000.00	2,125.00		1,910.00
340	Travel	446.52	2,508.50	4,000.00	1,491.50		829.16
341	Meetings	554.62	554.62	1,000.00	445.38		
351	Electricity	4,266.85	33,271.97	45,000.00	11,728.03	3,853.41	29,236.93
352	Natural Gas	357.61	9,754.39	12,000.00	2,245.61	394.09	8,608.25
356	Phone	231.51	3,125.44	8,000.00	4,874.56		
357	Internet	244.97	2,046.50	4,000.00	1,953.50	96.22	1,677.66
383	Car Allowance			1,000.00	1,000.00		
420	Operations	6,822.21	49,653.14	60,000.00	10,346.86	8,549.68	38,537.91
422	Clothing Allowance	304.42	1,944.62	6,000.00	4,055.38		
424	Gas / Oil	14,486.44	32,769.65	45,000.00	12,230.35	1,277.76	15,156.11
427	Repairs	1,882.29	23,387.20	40,000.00	16,612.80	3,302.68	20,848.59
429	Water Meters	11,879.31	25,593.66	55,000.00	29,406.34	16,682.16	37,360.05
430	Security	12.00	2,133.58	7,000.00	4,866.42		
446	Forestry	3,334.24	26,920.41	35,000.00	8,079.59	7,264.25	21,134.14
450	Athletic Field	3,525.82	31,924.31	35,000.00	3,075.69	8,324.01	29,943.73
455	Safety	161.44	567.28	7,000.00	6,432.72		
475	Shelters	1,328.00	7,227.65	11,000.00	3,772.35	1,128.07	11,143.69
494	Buildings	231.08	13,405.26	25,000.00	11,594.74	2,530.84	18,588.55
495	Repair Landscape	1,918.01	8,640.91	20,000.00	11,359.09	8,178.12	12,664.52
496	Repair Playground	59.83	1,047.24	20,000.00	18,952.76		14,026.31
497	Site Improvements	831.52	1,120.64	15,000.00	13,879.36		
641	Equipment		100,000.00	100,000.00			81,200.04
642	Equipment Pmt		7,000.00	20,000.00	13,000.00		5,675.00
920	Warminghouse		16,951.64	20,000.00	3,048.36		
923	Background Checks		1,168.58	1,000.00	-168.58		
926	Herbicide			30,000.00	30,000.00	735.36	762.25
928	Fertilizer			35,000.00	35,000.00		
	Total Account	182,765.19	1,174,010.87	1,936,750.00	762,739.13	103,975.86	424,694.87
	Total	182,765.19	1,174,010.87	1,936,750.00	762,739.13	103,975.86	424,694.87
	Net Income from Operations	-182,765.19	-1,174,010.87			-103,975.86	-424,694.87

Combined Funds							
Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Expenses							
451500	RUSTAD CENTER						
109	Part Time Wages	9,820.11	94,592.30	165,000.00	70,407.70	9,207.61	90,276.44
110	Full Time Salaries	24,694.71	195,050.13	369,956.00	174,905.87		
115	Overtime	37.50	2,057.86	5,000.00	2,942.14		
210	Computer Services	954.38	8,277.59	15,000.00	6,722.41		
220	Payroll Taxes / WSI	2,594.20	23,507.04	48,596.00	25,088.96		
230	Retirement	5,077.79	35,791.70	60,155.00	24,363.30		
270	Payroll Liabilities	698.19	2,478.48	1,000.00	-1,478.48		
285	City of West Fargo Fee		19,000.00	20,000.00	1,000.00		
320	Health Insurance	6,854.89	47,626.46	83,000.00	35,373.54		
335	Professional Devel		1,438.65	3,000.00	1,561.35		
340	Travel			2,000.00	2,000.00		
341	Meetings			1,000.00	1,000.00		
351	Electricity	7,523.00	51,373.00	100,000.00	48,627.00	7,758.00	53,214.00
352	Natural Gas	70.96	14,398.76	25,000.00	10,601.24	62.70	15,255.38
356	Phone	96.80	2,038.12	4,000.00	1,961.88		
357	Internet	960.23	6,556.54	14,000.00	7,443.46	108.04	6,462.96
383	Car Allowance	217.85	908.32	2,000.00	1,091.68		
410	Office Supplies					1,372.37	15,742.65
420	Operations	6,196.68	45,457.37	80,000.00	34,542.63	5,859.42	55,757.54
422	Clothing Allowance	141.12	1,535.10	3,000.00	1,464.90		
427	Repairs	2,635.42	22,395.67	30,000.00	7,604.33	4,822.97	17,684.74
429	Water Meters	957.68	3,767.69	9,000.00	5,232.31	864.34	3,018.87
455	Safety			4,000.00	4,000.00		
492	Snow Removal		10,512.50	25,000.00	14,487.50		10,850.38
494	Buildings	4,996.23	28,235.53	50,000.00	21,764.47		31,622.30
534	Party Supplies		2,788.80	5,000.00	2,211.20	2,050.00	3,173.02
535	Concessions	667.19	25,207.75	40,000.00	14,792.25	457.64	34,343.51
540	Sports Facility Items		2,140.00	5,000.00	2,860.00		1,079.85
923	Background Checks		634.57	1,000.00	365.43		
	Total Account	75,194.93	647,769.93	1,170,707.00	522,937.07	32,563.09	338,481.64
	Total	75,194.93	647,769.93	1,170,707.00	522,937.07	32,563.09	338,481.64
	Net Income from Operations	-75,194.93	-647,769.93			-32,563.09	-338,481.64
	Net Income	-75,194.93	-647,769.93			-32,563.09	-338,481.64

Combined Funds							
Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Expenses							
453300	VETS POOL / SW						
109	Part Time Wages	24,260.70	47,769.57	57,000.00	9,230.43	26,187.19	42,127.27
110	Full Time Salaries	4,572.18	30,802.58	61,993.00	31,190.42		
112	Concession Wages	2,939.62	5,721.04	7,000.00	1,278.96	4,254.57	7,261.23
115	Overtime	307.88	1,322.03	1,000.00	-322.03		
220	Payroll Taxes / WSI	2,023.40	5,753.35	11,429.00	5,675.65		
230	Retirement	727.92	5,140.22	10,080.00	4,939.78		
270	Payroll Liabilities	66.25	484.74	1,000.00	515.26		
285	City of West Fargo Fee		9,000.00	10,000.00	1,000.00		
320	Health Insurance	519.39	3,720.31	6,000.00	2,279.69		
335	Professional Devel			1,000.00	1,000.00		
351	Electricity	1,892.91	4,740.47	9,000.00	4,259.53	1,820.01	4,057.37
352	Natural Gas	259.97	1,071.31	2,000.00	928.69	247.33	725.43
356	Phone			1,000.00	1,000.00		
383	Car Allowance	217.74	217.74	1,000.00	782.26		
420	Operations	2,076.70	6,987.99	10,000.00	3,012.01	2,885.05	5,586.77
423	Chemicals	1,694.26	4,400.12	13,000.00	8,599.88	2,561.72	7,717.19
427	Repairs			11,000.00	11,000.00		8,938.95
429	Water Meters	1,304.87	3,420.82	5,000.00	1,579.18	3,408.60	3,610.18
455	Safety	39.80	597.25	2,000.00	1,402.75		
535	Concessions	3,991.40	11,512.57	18,000.00	6,487.43	5,166.76	11,919.04
622	SW Operations	1,052.14	5,639.06	11,000.00	5,360.94	2,386.34	7,235.97
623	SW Chemicals	589.07	1,372.50	3,000.00	1,627.50	285.25	1,419.92
624	SW Repairs	2,107.71	2,199.47	4,000.00	1,800.53		4,297.97
625	SW Water Meters	7,376.11	8,060.81	3,000.00	-5,060.81	2,108.66	2,456.10
	Total Account	58,020.02	159,933.95	259,502.00	99,568.05	51,311.48	107,353.39
	Total	58,020.02	159,933.95	259,502.00	99,568.05	51,311.48	107,353.39
	Net Income from Operations	-58,020.02	-159,933.95			-51,311.48	-107,353.39
	Net Income	-58,020.02	-159,933.95			-51,311.48	-107,353.39

Combined Funds

Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Expenses							
453900	VETS ARENA						
109	Part Time Wages	1,348.75	34,188.06	65,000.00	30,811.94	1,684.02	35,075.16
110	Full Time Salaries	14,345.40	101,069.04	187,609.00	86,539.96		
112	Concession Wages		15,428.75	25,000.00	9,571.25		13,416.21
115	Overtime		449.79	1,000.00	550.21		
210	Computer Services	318.13	3,219.44	5,000.00	1,780.56		
220	Payroll Taxes / WSI	1,106.17	10,423.32	25,075.00	14,651.68		
230	Retirement	2,289.09	14,998.31	30,505.00	15,506.69		
270	Payroll Liabilities	136.91	545.15	1,000.00	454.85		
285	City of West Fargo Fee		19,000.00	20,000.00	1,000.00		
320	Health Insurance	1,745.53	17,809.68	42,000.00	24,190.32		
335	Professional Devel		1,750.00	3,000.00	1,250.00	1,250.00	3,045.00
340	Travel	1,525.38	2,332.74	3,000.00	667.26		
352	Natural Gas	135.48	16,279.16	50,000.00	33,720.84	565.76	21,779.32
354	Lights / Compr / Mech	10,087.62	76,176.13	195,000.00	118,823.87	12,369.59	93,301.28
356	Phone	50.00	957.27	2,000.00	1,042.73		
357	Internet	458.64	3,188.98	6,000.00	2,811.02	438.99	2,983.04
410	Office Supplies		712.99	1,000.00	287.01		324.27
420	Operations	1,714.71	25,342.56	31,000.00	5,657.44	2,210.96	23,453.25
422	Clothing Allowance		1,223.64	2,000.00	776.36		
424	Gas / Oil	177.64	2,510.66	6,000.00	3,489.34	122.49	2,833.15
427	Repairs		4,830.64	15,000.00	10,169.36		23,677.33
429	Water Meters	667.51	6,870.30	6,000.00	-870.30	57.26	1,430.26
455	Safety	270.99	705.96	3,000.00	2,294.04		
528	Building / Grounds	2,458.15	15,873.89	30,000.00	14,126.11	1,158.55	6,836.07
530	Ice Resurfacer	1,116.83	3,258.89	4,000.00	741.11		1,702.85
535	Concessions	1,240.30	39,017.81	50,000.00	10,982.19	280.68	27,777.30
641	Equipment		7,020.56	25,000.00	17,979.44		1,103.91
642	Equipment Pmt		6,500.00	10,000.00	3,500.00		
923	Background Checks		1,422.66	1,000.00	-422.66		
	Total Account	41,193.23	433,106.38	845,189.00	412,082.62	20,138.30	258,738.40
	Total	41,193.23	433,106.38	845,189.00	412,082.62	20,138.30	258,738.40
	Net Income from Operations	-41,193.23	-433,106.38			-20,138.30	-258,738.40
	Net Income	-41,193.23	-433,106.38			-20,138.30	-258,738.40

Combined Funds							
Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Expenses							
454000	MARKETING						
110	Full Time Salaries	11,076.80	47,769.28	114,150.00	66,380.72		
115	Overtime			1,000.00	1,000.00		
210	Computer Services	318.13	5,360.51	5,000.00	-360.51		
220	Payroll Taxes / WSI	847.36	4,794.72	11,223.00	6,428.28		
230	Retirement	1,690.32	6,631.84	18,561.00	11,929.16		
270	Payroll Liabilities	44.66	133.98	1,000.00	866.02		
285	City of West Fargo Fee		9,000.00	10,000.00	1,000.00		
320	Health Insurance		1.66	25,000.00	24,998.34		
335	Professional Devel			1,000.00	1,000.00		
340	Travel		726.60	1,000.00	273.40		
341	Meetings			1,000.00	1,000.00		
356	Phone	38.72	779.74	1,000.00	220.26		
383	Car Allowance			1,000.00	1,000.00		
391	Website Services		5,995.50	5,000.00	-995.50		
422	Clothing Allowance		338.21	1,000.00	661.79		
441	Advertising	2,681.88	12,633.27	50,000.00	37,366.73	486.05	15,330.66
906	Internship		9,231.00	9,553.00	322.00		753.70
925	Promo Items	1,493.34	4,206.30	7,000.00	2,793.70		805.80
	Total Account	18,191.21	107,602.61	263,487.00	155,884.39	486.05	16,890.16
	Total	18,191.21	107,602.61	263,487.00	155,884.39	486.05	16,890.16
	Net Income from Operations	-18,191.21	-107,602.61			-486.05	-16,890.16
	Net Income	-18,191.21	-107,602.61			-486.05	-16,890.16

Combined Funds							
Account Object	Description	----- Current Year -----				----- Last Year -----	
		Current Month	Current YTD	Budget	Variance	Prior Year Month	Prior Year YTD
Expenses							
456000	RECREATION						
110	Full Time Salaries	19,984.00	171,189.26	324,992.00	153,802.74		
115	Overtime			5,000.00	5,000.00		
210	Computer Services	954.38	7,521.99	15,000.00	7,478.01		
220	Payroll Taxes / WSI	1,931.97	15,681.27	51,884.00	36,202.73		
230	Retirement	3,608.67	28,555.26	52,844.00	24,288.74		
270	Payroll Liabilities	21.79	38.41	1,000.00	961.59		
285	City of West Fargo Fee		19,000.00	20,000.00	1,000.00		
320	Health Insurance	5,474.01	37,734.76	54,000.00	16,265.24		
335	Professional Devel		350.00	4,000.00	3,650.00		
340	Travel			4,000.00	4,000.00		
341	Meetings		434.72	1,000.00	565.28		
356	Phone	77.44	2,449.52	3,000.00	550.48		
383	Car Allowance		452.04	3,000.00	2,547.96		
422	Clothing Allowance	28.04	1,041.42	3,000.00	1,958.58		
540	Sports Facility Items	2.99	2,152.99	5,000.00	2,847.01		
901	Ball Program	16,817.67	35,432.35	55,000.00	19,567.65	17,501.45	36,954.88
902	Basketball Metro	800.00	894.40	35,000.00	34,105.60		394.65
903	Basketball Youth	1,045.50	3,010.64	6,000.00	2,989.36	1,627.87	4,675.14
904	Creative Arts	1,371.84	6,502.94	15,000.00	8,497.06	838.52	5,904.23
905	Flag Football	3,020.41	21,614.91	42,000.00	20,385.09	413.45	13,590.91
906	Internship	5,758.75	13,013.50	30,000.00	16,986.50	7,965.55	17,742.68
907	Preschool Programs	1,077.73	19,454.53	15,000.00	-4,454.53	2,629.71	9,192.76
908	Rummage Sale						131.78
909	Science Tech	1,377.95	1,643.95	10,000.00	8,356.05	2,712.15	3,392.65
910	Senior Programming	21.99	4,244.82	10,000.00	5,755.18	393.75	1,383.85
911	Shooting Sports		1,200.00	10,000.00	8,800.00		6,920.00
912	Skating	3,852.99	15,474.34	30,000.00	14,525.66	3,753.23	18,522.73
913	Soccer	3,426.42	13,742.70	14,000.00	257.30	1,302.27	8,871.79
914	Special Events	7,556.74	32,006.21	60,000.00	27,993.79	6,116.17	35,441.51
916	Tennis	1,741.28	3,132.56	7,000.00	3,867.44	2,457.56	4,724.52
917	Theater	2,052.00	3,032.00	7,000.00	3,968.00	315.00	1,755.00
918	Volleyball Adult		22,817.77	25,000.00	2,182.23		22,072.00
919	Volleyball Youth	5,030.28	21,399.12	25,000.00	3,600.88	5,595.59	16,492.93
920	Warminghouse						23,519.32
921	Frostival						646.23
922	Ballfield Concessions	15,062.47	32,958.10	18,000.00	-14,958.10	17,106.60	32,498.04
923	Background Checks		7,451.99	15,000.00	7,548.01		
	Total Account	102,097.31	545,628.47	976,720.00	431,091.53	70,728.87	264,827.60
	Total	102,097.31	545,628.47	976,720.00	431,091.53	70,728.87	264,827.60
	Net Income from Operations	-102,097.31	-545,628.47			-70,728.87	-264,827.60

08/05/26
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WEST FARGO PARK DISTRICT
Cash Report
For the Accounting Period: 7/26

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Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
7910 PAYROLL CLEARING						
101000 Cash	-3,298.77	0.00	0.00	0.00	0.00	-3,298.77
7930 CLAIMS CLEARING						
101000 Cash	10,788.69	0.00	557,515.96	562,222.62	0.00	6,082.03
8030 GENERAL FUND						
101000 Cash	1,357,551.60	937,157.93	3,682.67	390,457.05	238,557.72	1,669,377.43
8050 SPECIALS						
101000 Cash	212,630.59	0.00	0.00	0.00	0.00	212,630.59
8053 SPECIALS; REFI 17						
101000 Cash	128,291.60	0.00	0.00	0.00	350.00	127,941.60
8055 SPECIALS; REFI 20						
101000 Cash	103,360.17	0.00	0.00	0.00	0.00	103,360.17
8060 RECREATION						
101000 Cash	1,092,248.70	254,930.75	0.00	0.00	18,644.00	1,328,535.45
8071 CONSTRUCTION; PID 24-1						
101000 Cash	190,984.60	0.00	0.00	0.00	0.00	190,984.60
8074 CONSTRUCTION; PID 25						
101000 Cash	-3,510,198.50	0.00	0.00	0.00	303,286.55	-3,813,485.05
8100 DEBT S; PID 21-1,2 SHOP,MPLWD						
101000 Cash	233,454.14	0.00	0.00	0.00	0.00	233,454.14
8105 DEBT S; PID 21-3 NE						
101000 Cash	146,306.75	0.00	0.00	0.00	0.00	146,306.75
8115 DEBT S; PID 19 SE+						
101000 Cash	47,748.51	0.00	0.00	0.00	0.00	47,748.51
8120 DEBT S; PID 23 R3						
101000 Cash	1,318,815.45	398,748.00	0.00	0.00	0.00	1,717,563.45
8125 DEBT S; PID 24-1 RENDZ						
101000 Cash	168,753.63	39,335.05	0.00	0.00	0.00	208,088.68
8126 DEBT S; PID 24-2 RSTD PRKG						
101000 Cash	5,856.97	0.00	0.00	0.00	0.00	5,856.97
8130 DEBT S; PID 25 VMA						
101000 Cash	441,852.35	110,936.83	0.00	0.00	0.00	552,789.18
8220 DEBT S; RUSTAD 15						
101000 Cash	-286,087.31	0.00	0.00	0.00	0.00	-286,087.31
8221 DEBT S; RUSTAD 17,18						
101000 Cash	-387,150.71	0.00	0.00	0.00	0.00	-387,150.71
8230 BROOKS HARBOR PID 17						
101000 Cash	46,321.39	0.00	0.00	0.00	0.00	46,321.39
8420 GOLDENWOOD PID 16						
101000 Cash	56,701.86	0.00	0.00	0.00	0.00	56,701.86
8535 DEBT S; VETS POOL 13						
101000 Cash	-131,481.19	0.00	0.00	0.00	0.00	-131,481.19
8630 SHADOW WD / MR PID 11						
101000 Cash	426,743.14	0.00	0.00	0.00	0.00	426,743.14
8635 RIVERS BEND PID 14						
101000 Cash	118,883.83	0.00	0.00	0.00	0.00	118,883.83

WEST FARGO PARK DISTRICT
Cash Report
For the Accounting Period: 7/26

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
8640 DAKOTA PID 19						
101000 Cash	141,262.44	0.00	0.00	0.00	0.00	141,262.44
8700 CAPITAL IMPROVEMENTS						
101000 Cash	1,663,861.19	17,605.54	0.00	3,834.38	0.00	1,677,632.35
8705 VMA CAPITAL IMPROVEMENTS						
101000 Cash	262,976.57	1,170.00	0.00	0.00	0.00	264,146.57
8710 MARKETING CAPITAL IMPROVEMENTS						
101000 Cash	34,766.12	1,170.00	0.00	265.90	0.00	35,670.22
8720 PARK CAPITAL IMPROVEMENTS						
101000 Cash	38,448.29	29,883.02	0.00	0.00	360.36	67,970.95
8725 RUSTAD CAPITAL IMPROVEMENTS						
101000 Cash	482,627.05	0.00	0.00	0.00	0.00	482,627.05
8740 FOUNDATION						
101000 Cash	-10,369.99	0.00	0.00	0.00	0.00	-10,369.99
8750 DEFERRED MAINTENANCE						
101000 Cash	540,000.00	0.00	0.00	0.00	0.00	540,000.00
8800 GENERAL FUND RESERVES						
101000 Cash	2,000,000.00	0.00	0.00	0.00	0.00	2,000,000.00
Totals	6,942,649.16	1,790,937.12	561,198.63	956,779.95	561,198.63	7,776,806.33

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

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WEST FARGO PARK DISTRICT
Claim Approval List
For the Accounting Period: 7/26
For Pay Date: 07/17/26

Page: 1 of 4
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
29207		2429 BCBS OF NORTH DAKOTA	42,781.10						
	2606193413	06/19/26 dental EE - 32	113.90			8030 451000	320		101000
		dental EE - 32	194.06			8030 451200	320		101000
		dental EE - 32	59.26			8030 451500	320		101000
		dental EE - 32	25.41			8030 453900	320		101000
		dental EE - 32	101.19			8030 456000	320		101000
		dental ER - 32	341.69			8030 451000	320		101000
		dental ER - 32	718.84			8030 451200	320		101000
		dental ER - 32	187.79			8030 451500	320		101000
		dental ER - 32	144.54			8030 453900	320		101000
		dental ER - 32	371.92			8030 456000	320		101000
		vision EE - 28	28.29			8030 451000	320		101000
		vision EE - 28	49.83			8030 451200	320		101000
		vision EE - 28	26.89			8030 451500	320		101000
		vision EE - 28	7.97			8030 453900	320		101000
		vision EE - 28	10.03			8030 456000	320		101000
		vision ER - 28	84.91			8030 451000	320		101000
		vision ER - 28	181.47			8030 451200	320		101000
		vision ER - 28	96.76			8030 451500	320		101000
		vision ER - 28	43.08			8030 453900	320		101000
		vision ER - 28	42.87			8030 456000	320		101000
		dental - cobra	113.90			8030 451500	320		101000
		medical EE - 9	1,574.46			8030 451000	320		101000
		medical EE - 9	1,265.14			8030 451200	320		101000
		medical EE - 9	563.68			8030 451500	320		101000
		medical EE - 9	79.15			8030 453900	320		101000
		medical ER - 9	6,297.84			8030 451000	320		101000
		medical ER - 9	5,060.56			8030 451200	320		101000
		medical ER - 9	2,254.72			8030 451500	320		101000
		medical ER - 9	712.35			8030 453900	320		101000
		medical EE - 19	242.78			8030 451000	320		101000
		medical EE - 19	290.28			8030 451200	320		101000
		medical EE - 19	123.20			8030 451500	320		101000
		medical EE - 19	41.47			8030 453900	320		101000
		medical EE - 19	324.51			8030 456000	320		101000
		medical EE - 19	41.47			8030 453300	320		101000

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WEST FARGO PARK DISTRICT
Claim Approval List
For the Accounting Period: 7/26
For Pay Date: 07/17/26

Page: 2 of 4
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
		medical ER - 19	2,185.02			8030 451000	320		101000
		medical ER - 19	7,009.95			8030 451200	320		101000
		medical ER - 19	3,857.17			8030 451500	320		101000
		medical ER - 19	1,106.12			8030 453900	320		101000
		medical ER - 19	5,119.29			8030 456000	320		101000
		medical ER - 19	556.44			8030 453300	320		101000
		medical EE - 1	175.42			8030 453900	320		101000
		medical ER - 1	701.68			8030 453900	320		101000
		medical EE - 1	331.26			8030 451500	320		101000
		medical ER - 1	1,325.04			8030 451500	320		101000
		medical - cobra	732.90			8030 451500	320		101000
		member activity	-1,578.00			8030 451500	320		101000
		member activity	-557.40			8030 451000	320		101000
		Total for Vendor:	42,781.10						
29205		2426 EMPOWER	400.00						
		744003-01 07/01/26 def comp - 1	400.00			8030 451000	270		101000
		Total for Vendor:	400.00						
29203		2425 MATRIX TRUST COMPANY	910.00						
		6136 07/01/26 def comp post tax - 3	510.00*			8030 451500	270		101000
		6136 07/01/26 def comp pre tax - 1	200.00*			8030 451200	270		101000
		6136 07/01/26 def comp pre tax - 1	60.00*			8030 451500	270		101000
		6136 07/01/26 def comp pre tax - 1	60.00			8030 453900	270		101000
		6136 07/01/26 def comp pre tax - 1	60.00			8030 453300	270		101000
		6136 07/01/26 def comp pre tax - 1	20.00*			8030 451200	270		101000
		Total for Vendor:	910.00						
29204		2445 MUTUAL OF OMAHA PMT	16.54						
		G000C73C 07/01/26 accident - 1	12.18*			8030 451500	270		101000
		G000C73C 07/01/26 critical illness - 1	4.36*			8030 451500	270		101000
		Total for Vendor:	16.54						
29206		2428 UNUM LIFE INSURANCE CO.	803.22						
		07/14/26 Life - 33	26.25			8030 451000	270		101000
		07/14/26 Life - 33	31.50*			8030 451500	270		101000
		07/14/26 Life - 33	20.18			8030 456000	270		101000

07/17/26
11:24:32

WEST FARGO PARK DISTRICT
Claim Approval List
For the Accounting Period: 7/26
For Pay Date: 07/17/26

Page: 3 of 4
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
	07/14/26	Life - 33	64.31*			8030 451200	270		101000
	07/14/26	Life - 33	22.31			8030 453900	270		101000
	07/14/26	Life - 33	5.25			8030 453300	270		101000
	07/14/26	Life - 33	5.25			8030 454000	270		101000
	07/14/26	AD&D - 33	5.00			8030 451000	270		101000
	07/14/26	AD&D - 33	6.00*			8030 451500	270		101000
	07/14/26	AD&D - 33	4.50			8030 456000	270		101000
	07/14/26	AD&D - 33	12.25*			8030 451200	270		101000
	07/14/26	AD&D - 33	4.25			8030 453900	270		101000
	07/14/26	AD&D - 33	1.00			8030 453300	270		101000
	07/14/26	AD&D - 33	1.00			8030 454000	270		101000
	07/14/26	LTD - 33	96.21			8030 451000	270		101000
	07/14/26	LTD - 33	115.45*			8030 451500	270		101000
	07/14/26	LTD - 33	45.87			8030 456000	270		101000
	07/14/26	LTD - 33	235.70*			8030 451200	270		101000
	07/14/26	LTD - 33	62.53			8030 453900	270		101000
	07/14/26	LTD - 33	38.41			8030 454000	270		101000
Total for Vendor:			803.22						
# of Claims			5	Total:	44,910.86	# of Vendors	5		

07/17/26
11:24:33

WEST FARGO PARK DISTRICT
Fund Summary for Claims
For the Accounting Period: 7/26

Page: 4 of 4
Report ID: AP110

Fund/Account	Amount
8030 GENERAL FUND	
101000 Cash	44,910.86
Total:	44,910.86

07/20/26
09:18:15

WEST FARGO PARK DISTRICT
Claim Approval List
For the Accounting Period: 7/26
For Pay Date: 07/20/26

Page: 1 of 3
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
29202		51 CASS COUNTY ELECTRIC	12,002.45						
	07/06/26	1028460; soccer bldg	106.00			8030 451200	351		101000
	07/06/26	1051929; shop	137.00			8030 451200	351		101000
	07/06/26	1081618; n rendz	158.00			8030 451200	351		101000
	07/06/26	1081619; water fall	30.00			8030 451200	351		101000
	07/06/26	1081620; s rendz	41.00			8030 451200	351		101000
	07/06/26	1087579; rendz irrg	30.00			8030 451200	351		101000
	07/06/26	1091334; scoreboard	38.00			8030 451200	351		101000
	07/06/26	1095297; shop	681.00			8030 451200	351		101000
	07/06/26	1095595; shadwd	56.00			8030 453300	622		101000
	07/06/26	1097882; splash pad	825.00			8030 453300	622		101000
	07/06/26	1165425; farm path	18.00			8030 451200	351		101000
	07/06/26	77297; elmwd shelter	49.00			8030 451200	351		101000
	07/06/26	224543; young	362.00			8030 451200	351		101000
	07/06/26	573923; storage bldgs	174.97			8030 451200	351		101000
	07/06/26	681726; maplewd	174.00			8030 451200	351		101000
	07/06/26	1052121; elmwd 7	35.00			8030 451200	351		101000
	07/06/26	1125692; riversbd	134.00			8030 451200	351		101000
	07/06/26	1125934; rendz bldg	122.00			8030 451200	351		101000
	07/06/26	1129225; rustad	7,523.00			8030 451500	351		101000
	07/06/26	182642; s elmwd	221.00			8030 451200	351		101000
	07/09/26	1189232; n elmwd	677.50			8030 451200	351		101000
	07/09/26	1198631; dakota	71.98			8030 451200	351		101000
	07/06/26	75853; young	338.00			8030 451200	351		101000
		Total for Vendor:	12,002.45						
29208		53 CORPORATE TECHNOLOGIES LLC	11,984.00						
	242442 07/15/26	managed services	1,453.10			8030 451000	210		101000
	242442 07/15/26	managed services	871.88			8030 451500	210		101000
	242442 07/15/26	managed services	871.88			8030 456000	210		101000
	242442 07/15/26	managed services	871.88			8030 451200	210		101000
	242442 07/15/26	managed services	290.63*			8030 454000	210		101000
	242442 07/15/26	managed services	290.63			8030 453900	210		101000
	243721 07/15/26	backup	137.50			8030 451000	210		101000
	243721 07/15/26	backup	82.50			8030 451500	210		101000
	243721 07/15/26	backup	82.50			8030 456000	210		101000

07/20/26
09:18:15

WEST FARGO PARK DISTRICT
Claim Approval List
For the Accounting Period: 7/26
For Pay Date: 07/20/26

Page: 2 of 3
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
	243721	07/15/26 backup	82.50			8030 451200	210		101000
	243721	07/15/26 backup	27.50*			8030 454000	210		101000
	243721	07/15/26 backup	27.50			8030 453900	210		101000
	243208	07/15/26 365 annual subs - 45	6,894.00			8060 451000	631		101000
		Total for Vendor:	11,984.00						
		# of Claims	2	Total:	23,986.45	# of Vendors	2		

07/20/26
09:18:16

WEST FARGO PARK DISTRICT
Fund Summary for Claims
For the Accounting Period: 7/26

Page: 3 of 3
Report ID: AP110

Fund/Account	Amount
8030 GENERAL FUND	
101000 Cash	17,092.45
8060 RECREATION	
101000 Cash	6,894.00
Total:	23,986.45



**West Fargo Park Board Meeting
Wednesday, August 12, 2026
Bank Account Authorized Users**

Contact Person:

Justin Germundson - Finance Director

Agenda Item:

Bank Account Authorized Users

Description of Request:

Our bank account authorized signers need updates at Alerus, Bell Bank, First International, and Western State Bank.

Motion Suggestion:

Remove all other signers from accounts at Alerus, Bell Bank, First International, and Western State Bank and designate authorized signers as the Finance Director and Executive Director.



Public Commentary

The West Fargo Park Board welcomes and appreciates public input.

During the Public Comment period, individuals may speak for up to three minutes.

Please begin by stating your full name and address for the record.

Board members will not respond to comments during this time, but your input will be taken under advisement.

If your concern requires follow-up, staff will connect with you after the meeting or may place the matter on a future agenda.

Please keep your comments respectful and directed to the Board as a whole.

Thank you!



**West Fargo Park Board Meeting
Wednesday, August 12, 2026
Rendezvous 5 & 6**

Contact Person:

Josh Mathern, Operations Director

Agenda Item:

Rendezvous 5 & 6

Description of Request:

Project History

- Preliminary plans for the Rendezvous 5 & 6 and Elmwood 1 & 2 project were presented at the July 8 Board meeting, and feedback was solicited from the Board.
- Based on that feedback, the plans were revised to include an additional sidewalk adjacent to the parking lot.
- At the July 15 Special Board Meeting, the Board approved the plans and specifications and authorized staff to advertise for bids.
- The bid advertisement was published in the official newspaper for three consecutive weeks on July 20, July 27, and August 3.
- Sealed bids were publicly opened on August 11, 2026, at 10:00 a.m. at the Rustad Recreation Center.

Other Information

- A draft engineer's recommendation letter is attached. Final contractor and bid amount information will be provided to the Board following the bid opening.
- If approved, the project will be funded using available cash reserves. The Park District fund will be reimbursed through mill levy revenues collected over the next five years. No separate bond issuance is anticipated for this project.

Milestone #1 - : All site work including all foundation work, but excluding vertical backstop posts, netting and shade structures.

Substantial Completion: October 2, 2026

Final Completion: October 30, 2026

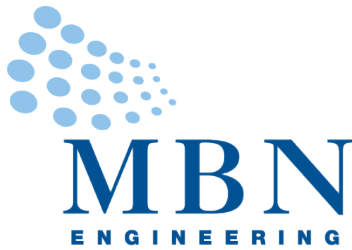
Milestone #2 - Installation of vertical backstop posts/netting and shade structure canopy.

Substantial Completion: March 19, 2027

Final Completion: April 30, 2027

Motion Suggestion:

Move to award the bid to the lowest bidder as presented and recommended by the engineer.



August 11, 2026

Mr. Josh Mathern
Operations Director
West Fargo Park District
601 26th Ave E
West Fargo, ND 58078

Subject: West Fargo Park District
Rendezvous & Elmwood Baseball Field Improvements
West Fargo, North Dakota
MBN Project No. 26-112

On August 11, 2026, the West Fargo Park District received X proposals for Bid Package #1 and received X proposals for Bid Package #2.

It is our recommendation that the West Fargo Park District award Bid Package #1 to (CONTRACTOR) for the total amount of \$XXXXX.

It is our recommendation that the West Fargo Park District award Bid Package #2 to (CONTRACTOR) for the total amount of \$XXXXX.

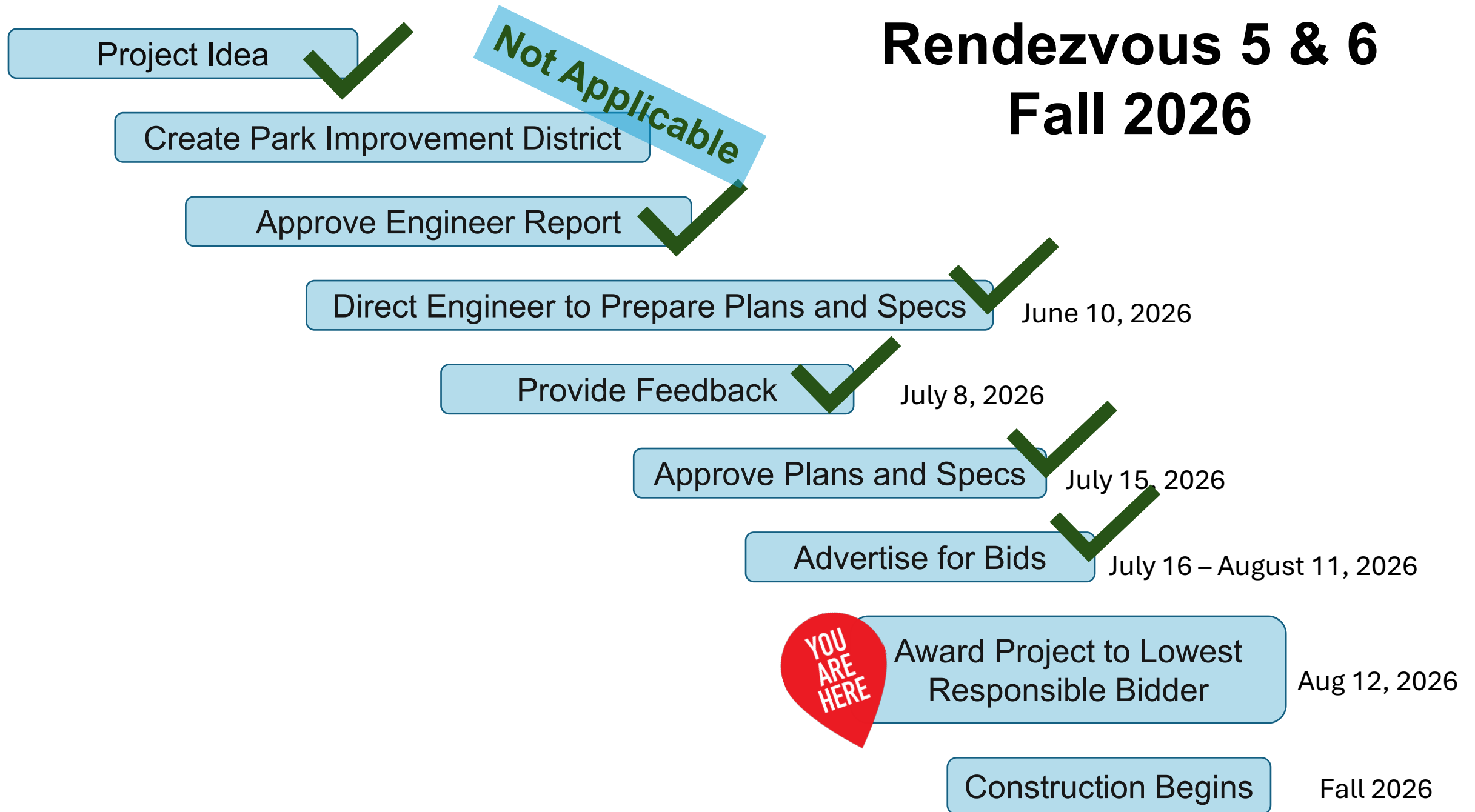
Enclosed is one (1) copy of the bid tabulation for your use. If you have any questions, please contact me at 701-478-6336.

Sincerely,

Tony Eukel, P.E.
Civil Engineer

enclosure

Rendezvous 5 & 6 Fall 2026





**West Fargo Park Board Meeting
Wednesday, August 12, 2026
2027 Preliminary Budget Approval**

Contact Person:

Justin Germundson - Finance Director

Agenda Item:

2027 Preliminary Budget Approval

Description of Request:

I made slight adjustments in the 2027 Budget compared to what was presented last month. Mills levied will be around 28.3, which is the same as the 2026 Budget.

Motion Suggestion:

Approve the 2027 Preliminary Budget with total expenditures of \$17,219,015 and a total levy of \$8,499,015.

West Fargo Park District

Public Hearing for 2027 Budget

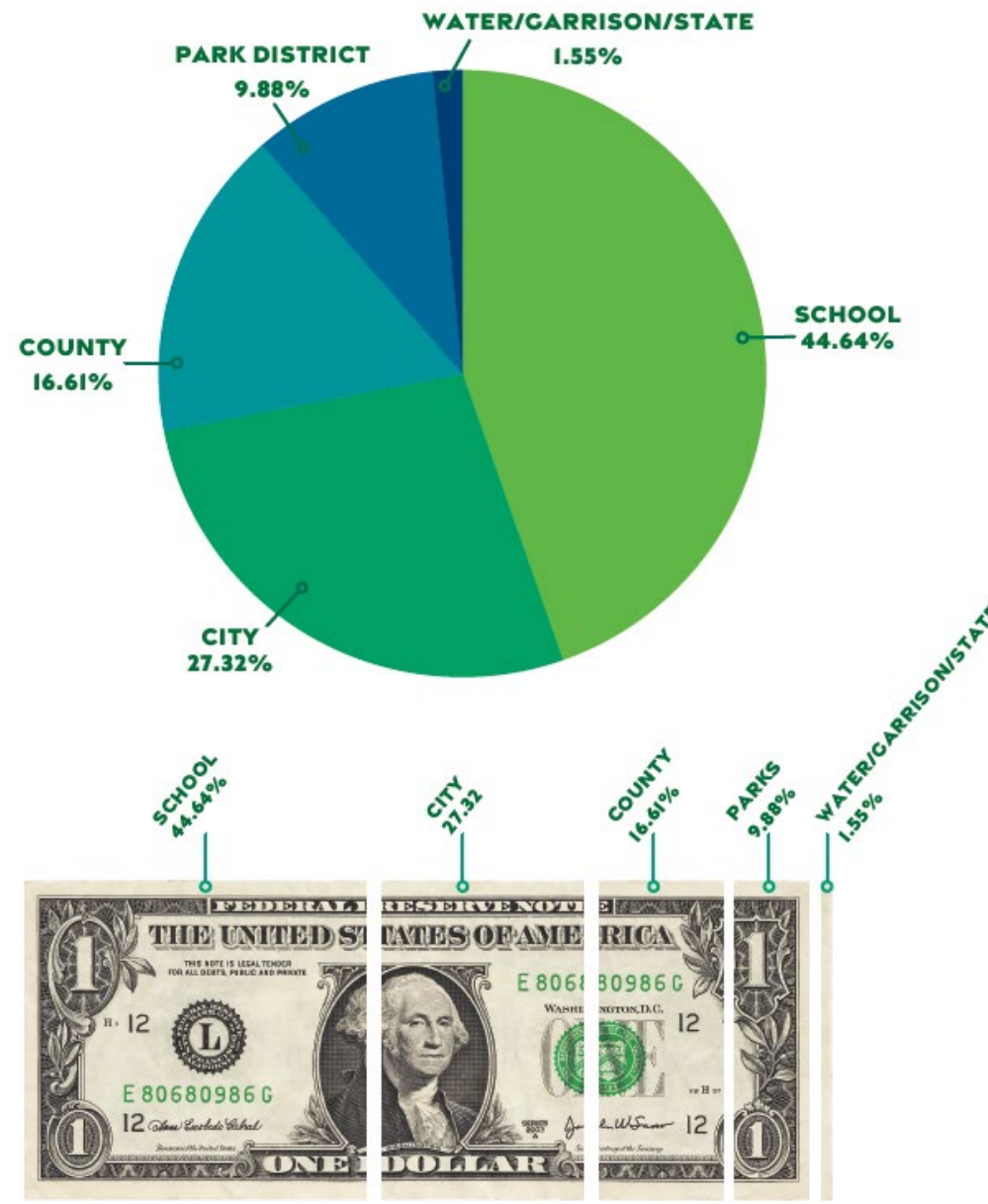
Wednesday, September 9, 2026

Rustad Recreation Center, 6:00 P.M.

Budget Review available at www.wfparks.org

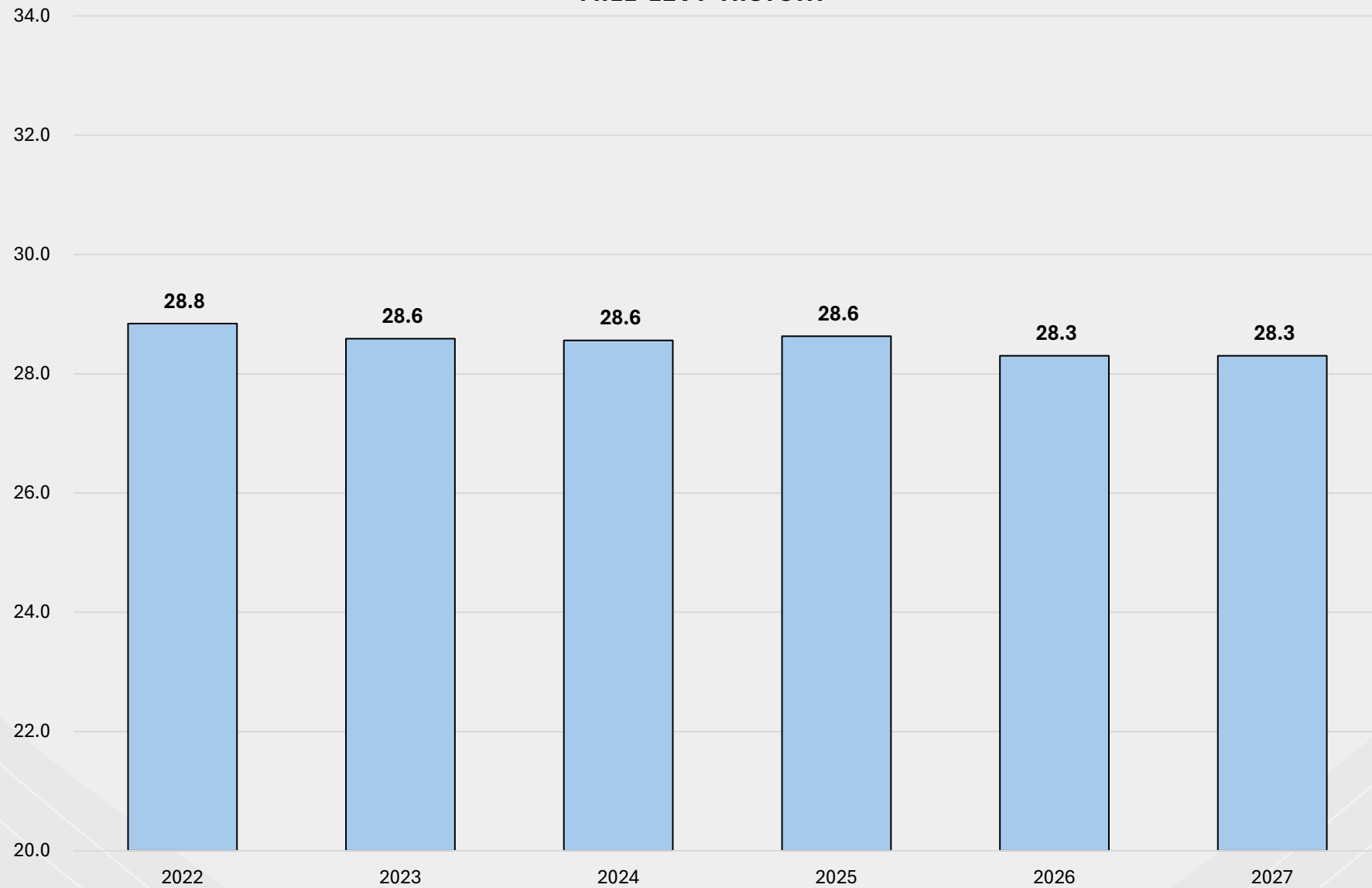
WHERE DO YOUR TAX DOLLARS GET SPENT?

BREAKDOWN OF A DOLLAR

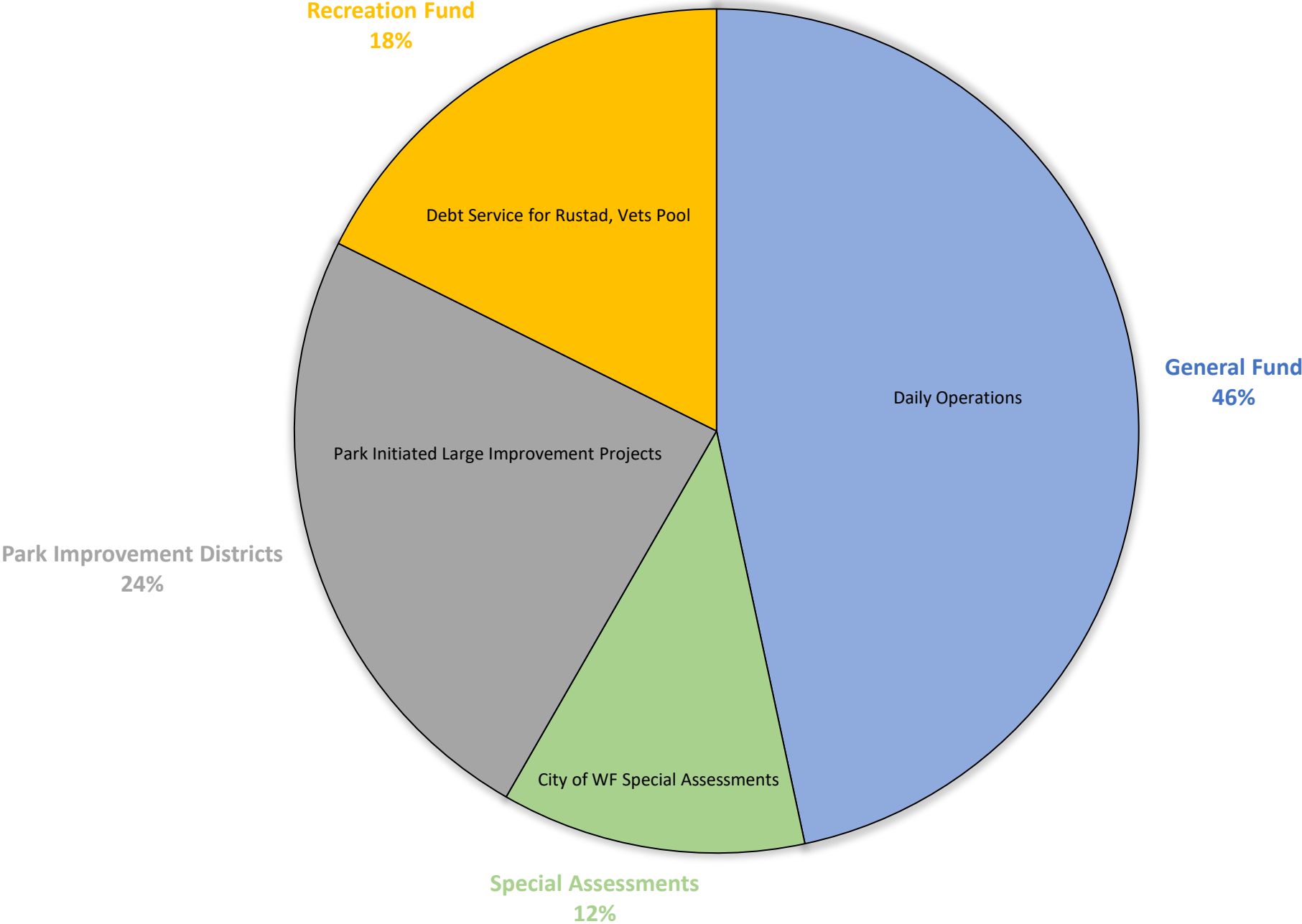


Source: 2025 Equalization Report

MILL LEVY HISTORY



WHAT DOES THE 28 MILLS FUND?



Budget Highlights

Balanced Budget

General Fund:

Revenues \$6.95M

Expenses \$6.95M

All Funds:

Revenues \$17.22M

Expenses \$17.22M

House Bill 1176

3% Property Tax Cap

Allows additional
increase for
New Growth

Personnel

No Full Time Employee additions

Employee Raises:

2.8%

Cost of Living Adjustment
(2026 Social Security COLA)

1.2%

Merit Adjustment

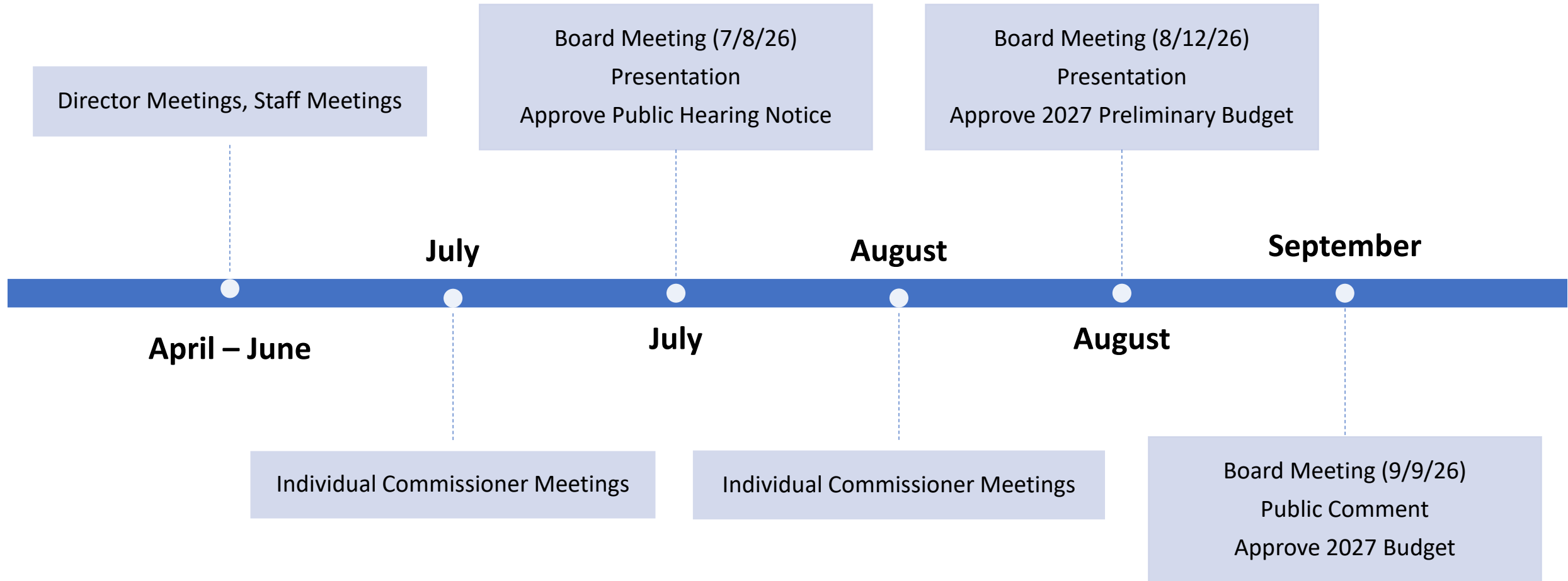
BUDGET SUMMARY				
		2025	2026	2027
One Mill Value:				
		\$271,696	\$285,947	\$300,733
		6%	5%	5%
Mills Levied:				
	General Fund	13.3	13.2	13.2
	Special Assessment Funds	10.4	10.1	10.1
	Recreation Fund	5.0	5.0	5.0
		28.6	28.3	28.3
New Growth Allowance (HB1176)				
	General Fund		87,459	75,349
Dollars Levied:				
	General Fund	3,609,585	3,774,509	3,965,350
	Special Assessment Funds	2,827,735	2,888,071	3,030,000
	Recreation Fund	1,362,108	1,429,738	1,503,665
		7,799,428	8,092,319	8,499,015

Income Statement Fund Summary

	General	Special Assessments	Recreation	Debt Service PID (Mills Used)	Debt Service PID (No Mills Used)	Improvements	General Fund Reserves	TOTAL BUDGET
REVENUES								
Property Taxes	3,965,350	995,000	1,503,665	2,035,000				8,499,015
Intergovernmental	1,175,000			50,000	*			1,225,000
Charges for Services	1,815,000							1,815,000
Miscellaneous					1,575,000			1,575,000
Cash on Hand						2,105,000	2,000,000	4,105,000
TOTAL REVENUES	6,955,350	995,000	1,503,665	2,085,000	1,575,000	2,105,000	2,000,000	17,219,015
EXPENSES								
Administration	1,396,718							1,396,718
Park Operations	2,081,049							2,081,049
Rustad	1,176,854							1,176,854
Vets Arena	273,307							273,307
Vets Pool / Shad Wd	826,072							826,072
Marketing	326,635							326,635
Recreation	874,716							874,716
Debt Service		995,000	1,425,000	2,085,000	1,575,000			6,080,000
Capital Improvements			78,665			2,105,000	2,000,000	4,183,665
TOTAL EXPENSES	6,955,350	995,000	1,503,665	2,085,000	1,575,000	2,105,000	2,000,000	17,219,015
NET SURPLUS (DEFICIT)	0	0	0	0	0	0	0	0

Levy Fund Balance Summary						
	Fund Balance 1/1/26	Projected Fund Balance 12/31/26	Revenue 27	Transfers 27	Expenses 27	Projected Fund Balance 12/31/27
General Fund	19,212	10,000	6,955,350	40,000	6,915,350	10,000
Special Assessment Funds	(430,360)	(950,000)	3,030,000	50,000	3,080,000	975,000
Recreation Fund	40,718	10,000	1,503,665	1,425,000	78,665	10,000
CASH BALANCE	(370,430)	(930,000)	11,489,015	1,515,000	10,074,015	995,000

2027 Budget Timeline





Questions or Comments

Justin Germundson

Finance Director

West Fargo Parks

701-551-7119

justin@wfparks.org

General Fund

TOTAL REVENUE:

Account	Description	2024	2025	YTD 7/26	Current Budget	2027	Budget Change	% Old Budget
310001	Property Taxes	3,310,242	3,581,068	3,516,271	3,774,509	3,965,350	190,841	105%
335600	State Aid	1,132,877	1,239,052	555,601	1,175,000	1,175,000	0	100%
340001 - 44	Charges for Services	1,656,866	1,811,714	1,268,204	1,719,000	1,815,000	96,000	106%
		6,099,985	6,631,835	5,340,077	6,668,509	6,955,350	286,841	104%

Account	Description	2024	2025	YTD 7/26	Current Budget	2027	Budget Change	% Old Budget
340001	Rustad Gym	136,390	141,762	96,860	125,000	140,000	15,000	112%
340002	Rustad Party	104,577	124,021	49,021	95,000	120,000	25,000	126%
340003	Rustad Concessions	77,327	74,386	56,282	70,000	70,000	0	100%
340004	Rustad Pickleball	61,987	51,853	21,075	40,000	35,000	(5,000)	88%
340005	Rustad Turf	106,376	83,322	61,810	110,000	85,000	(25,000)	77%
340006	Rustad Open Gym	13,594	12,377	11,750	13,000	15,000	2,000	115%
340007	Rustad Playground	107,701	94,577	51,711	95,000	93,000	(2,000)	98%
340008	Rustad Punch Cards	(2,757)	149	(1,069)	5,000	1,000	(4,000)	20%
340009	Rustad Room	18,504	25,796	11,136	19,000	20,000	1,000	105%
340010	Miscellaneous	27,596	77,150	8,490	15,000	10,000	(5,000)	67%
340011	Senior Programming	8,651	1,617					
340012	Marketing	14,952	10,507	3,250	20,000	10,000	(10,000)	50%
340013	Ball Programs	53,302	50,537	57,273	63,000	67,000	4,000	106%
340014	Basketball Metro	32,199	38,663		38,000	38,000	0	100%
340015	Basketball Youth	9,869	10,535	9,580	11,000	13,000	2,000	118%
340016	Horace Parks Fee				50,000	55,000	5,000	110%
340018	Ballfield Concessions	21,589	31,619	36,759	20,000	35,000	15,000	175%
340019	Creative Arts	18,871	20,867	11,046	20,000	19,000	(1,000)	95%
340020	Field Sports				0	18,000	18,000	#DIV/0!
340021	Flag Football	59,075	71,377	55,552	60,000	70,000	10,000	117%
340022	Preschool Programs	19,466	26,944	29,515	22,000	23,000	1,000	105%
340023	Rummage Sale	12,426	12,918					
340024	Science Tech	11,644	15,199	10,016	17,000	17,000	0	100%
340026	Shelters	30,441	28,156	24,087	30,000	30,000	0	100%
340027	Shooting Sports	11,163	9,305	3,806	11,000	8,000	(3,000)	73%
340028	Skating	35,008	50,275	38,480	34,000	55,000	21,000	162%
340029	Soccer	23,599	26,083	32,081	25,000	30,000	5,000	120%
340030	Field Fees	47,450	56,771	21,333	50,000	55,000	5,000	110%
340031	Special Events	31,735	47,531	41,964	60,000	60,000	0	100%
340032	Pickleball			2,948	10,000	7,000	(3,000)	
340033	Tennis	9,416	10,969	11,058	10,000	10,000	0	100%
340034	Theater	9,464	4,307	3,700	9,000	5,000	(4,000)	56%
340035	VMArena Concessions	85,203	83,833	66,652	85,000	90,000	5,000	106%
340037	VMArena Rental	51,623	80,266	45,756	60,000	65,000	5,000	108%
340038	VMArena Ice Rental	261,219	299,900	288,448	285,000	300,000	15,000	105%
340040	VMPool Admissions	59,621	51,605	36,870	50,000	52,000	2,000	104%
340041	VMPool Concessions	22,969	20,600	17,465	25,000	23,000	(2,000)	92%
340042	VMPool Punch Cards	5,132	(1,285)	806	5,000	1,000	(4,000)	20%
340043	Volleyball Adult	29,387	28,996	20,038	31,000	30,000	(1,000)	97%
340044	Volleyball Youth	30,097	38,226	32,656	31,000	40,000	9,000	129%
		1,656,866	1,811,714	1,268,204	1,719,000	1,815,000	96,000	106%

General Fund

TOTAL EXPENSES:

Account	Description	2024	2025	YTD 7/26	Current Budget	2027	Mills	Budget Change	% Old Budget
451000	Administration	3,291,982	3,757,957	721,865	1,239,194	1,396,718	2.7	157,524	113%
451200	Park Operations	673,990	882,937	1,173,650	1,936,750	2,081,049	3.9	144,299	107%
451500	Rustad	482,422	522,098	650,210	1,170,707	1,176,854	2.2	6,147	101%
453300	Vets Pool / SW	130,285	173,891	159,899	259,502	273,307	0.5	13,805	105%
453900	Vets Arena	461,637	475,565	433,606	845,189	826,072	1.6	(20,117)	98%
454000	Marketing	79,747	68,377	107,603	263,487	326,635	0.6	63,148	124%
456000	Recreation	387,719	412,010	544,954	976,720	874,716	1.7	(114,004)	90%
		5,507,782	6,292,835	3,791,786	6,691,549	6,955,350	13.2	250,801	104%

Revenue	6,955,350
Expenses	6,955,350
Surplus (Deficit)	0

General Fund									
27 EXPENSES: Administration									
Account	Object	Description	2024	2025	YTD 7/26	Current Budget	2027	Budget Change	% Old Budget
451000	110	Full Time Salaries	1,814,528	2,218,923	341,970	605,831	711,375	105,543	117%
451000	111	Park Board Salaries	15,701	16,380	9,791	17,000	17,000	0	100%
451000	113	Benefit Payouts	100,609	29,645	14,412	20,000	20,000	0	100%
451000	210	Computer Services	77,818	84,590	15,496	25,000	32,000	7,000	128%
451000	220	Payroll Taxes / WSI	231,882	265,753	26,807	57,855	63,612	5,757	110%
451000	230	Retirement	300,379	349,192	66,934	98,508	115,732	17,223	117%
451000	250	Misc		65	1,963	5,000	5,000	0	100%
451000	270	Payroll Liabilities	3,395	45,339	-701	1,000	1,000	0	100%
451000	285	City Payroll/HR Fee			16,000	20,000	20,000	0	100%
451000	312	Attorney	5,423	13,679	7,502	10,000	10,000	0	100%
451000	320	Health Insurance	312,828	342,093	50,357	71,000	98,000	27,000	138%
451000	321	Property Insurance	59,881	60,505	59,751	62,000	62,000	0	100%
451000	323	Liability Insurance	58,333	60,065	63,889	65,000	65,000	0	100%
451000	335	Professional Devel		9,275		6,000	7,000	1,000	117%
451000	340	Travel		1,957		6,000	7,000	1,000	117%
451000	341	Meetings	5,000	3,130	1,649	5,000	5,000	0	100%
451000	356	Phone	21,596	17,797	2,392	3,000	3,000	0	100%
451000	369	Audit	30,345	23,657	24,634	30,000	28,000	(2,000)	93%
451000	383	Car Allowance	8,390	6,091	649	2,000	2,000	0	100%
451000	410	Office Supplies	17,452	20,908	6,134	20,000	15,000	(5,000)	75%
451000	422	Clothing Allowance	15,984	18,485	664	4,000	4,000	0	100%
451000	455	Safety				5,000	5,000	0	100%
451000	667	Memberships	12,438	20,785	6,862	10,000	10,000	0	100%
451000	815	Deferred Maintenance	125,000	99,645	4,710	50,000	50,000	0	100%
451000	890	Transfer Out	75,000	50,000		40,000	40,000	0	100%
			3,291,982	3,757,957	721,865	1,239,194	1,396,718	157,524	113%

General Fund									
27 EXPENSES: Park Operations									
Account	Object	Description	2024	2025	YTD 7/26	Current Budget	2027	Budget Change	% Old Budget
451200	109	Part Time Wages	112,146	143,340	93,084	130,000	140,000	10,000	108%
451200	110	Full Time Wages			444,921	740,181	780,938	40,757	106%
451200	115	Overtime			8,028	10,000	10,000	0	100%
451200	210	Computer Services			8,945	15,000	18,000	3,000	120%
451200	220	Payroll Taxes / WSI			40,284	79,216	79,130	(86)	100%
451200	230	Retirement			68,721	120,353	126,981	6,628	106%
451200	270	Payroll Liabilities			2,581	1,000	1,000	0	100%
451200	285	City Payroll/HR Fee			19,000	20,000	20,000	0	100%
451200	320	Health Insurance			82,855	154,000	159,000	5,000	103%
451200	335	Professional Devel	3,101	2,803	2,875	5,000	5,000	0	100%
451200	340	Travel	3,334	829	2,509	4,000	4,000	0	100%
451200	341	Meetings			555	1,000	1,000	0	100%
451200	351	Electricity	37,574	46,128	33,272	45,000	60,000	15,000	133%
451200	352	Natural Gas	8,106	11,916	9,754	12,000	14,000	2,000	117%
451200	356	Phone			3,125	8,000	7,000	(1,000)	88%
451200	357	Internet	3,143	3,139	2,047	4,000	4,000	0	100%
451200	383	Car Allowance				1,000	1,000	0	100%
451200	420	Operations	53,622	65,276	49,454	60,000	65,000	5,000	108%
451000	422	Clothing Allowance			1,945	6,000	6,000	0	100%
451200	424	Gas / Oil	42,489	34,943	32,770	45,000	45,000	0	100%
451200	427	Repairs	31,144	40,099	23,387	40,000	40,000	0	100%
451200	429	Water Meters	77,345	92,500	25,594	55,000	95,000	40,000	173%
451200	430	Security	419	7,524	2,134	7,000	7,000	0	100%
451200	446	Forestry	25,094	38,528	26,920	35,000	40,000	5,000	114%
451200	450	Athletic Field	32,708	51,678	31,924	35,000	50,000	15,000	143%
451200	455	Safety			406	7,000	5,000	(2,000)	71%
451200	475	Shelters	11,353	16,413	7,228	11,000	11,000	0	100%
451200	494	Buildings	15,280	34,489	13,405	25,000	25,000	0	100%
451200	495	Repair Landscape	16,585	31,403	8,641	20,000	20,000	0	100%
451200	496	Repair Playground	18,280	40,604	1,047	20,000	20,000	0	100%
451200	497	Site Improvements	16,419	22,158	1,121	15,000	15,000	0	100%
451200	641	Equipment	109,241	109,720	100,000	100,000	100,000	0	100%
451200	642	Equipment Pmt	11,200	24,175	7,000	20,000	20,000	0	100%
451200	920	Warminghouse			16,952	20,000	20,000	0	100%
451200	923	Background Checks			1,169	1,000	1,000	0	100%
451200	926	Herbicide	25,150	45,363		30,000	30,000	0	100%
451200	928	Fertilizer	20,257	19,906		35,000	35,000	0	100%
			673,990	882,937	1,173,650	1,936,750	2,081,049	144,299	107%

27 EXPENSES: Rustad

Account	Object	Description	2024	2025	YTD 7/26	Current Budget	2027	Budget Change	% Old Budget
451500	109	Part Time Wages	165,082	156,779	94,592	165,000	165,000	0	100%
451500	110	Full Time Wages			195,050	369,956	358,612	(11,344)	97%
451500	115	Overtime			2,058	5,000	5,000	0	100%
451500	210	Computer Services			8,278	15,000	18,000	3,000	120%
451500	220	Payroll Taxes / WSI			23,507	48,596	44,932	(3,664)	92%
451500	230	Retirement			35,792	60,155	58,310	(1,845)	97%
451500	270	Payroll Liabilities			2,478	1,000	1,000	0	100%
451500	285	City Payroll/HR Fee			19,000	20,000	20,000	0	100%
451500	320	Health Insurance			47,626	83,000	94,000	11,000	113%
451500	335	Professional Devel	1,905	765	1,439	3,000	3,000	0	100%
451500	340	Travel	1,374	38		2,000	2,000	0	100%
451200	341	Meetings				1,000	1,000	0	100%
451500	351	Electricity	87,560	93,753	51,373	100,000	100,000	0	100%
451500	352	Natural Gas	10,030	17,387	14,399	25,000	20,000	(5,000)	80%
451500	356	Phone			2,038	4,000	4,000	0	100%
451500	357	Internet	12,184	10,243	6,557	14,000	14,000	0	100%
451500	383	Car Allowance			908	2,000	2,000	0	100%
451500	420	Operations	78,352	89,718	47,897	80,000	90,000	10,000	113%
451500	422	Clothing Allowance			1,535	3,000	3,000	0	100%
451500	427	Repairs	28,251	31,447	22,396	30,000	35,000	5,000	117%
451500	429	Water Meters	8,105	6,990	3,768	9,000	8,000	(1,000)	89%
451500	455	Safety				4,000	4,000	0	100%
451500	492	Snow Removal		12,062	10,513	25,000	20,000	(5,000)	80%
451500	494	Buildings	47,506	52,254	28,236	50,000	55,000	5,000	110%
451500	534	Party Supplies		3,945	2,789	5,000	5,000	0	100%
451500	535	Concessions	36,174	44,503	25,208	40,000	40,000	0	100%
451500	540	Sports Facility Items	5,899	2,213	2,140	5,000	5,000	0	100%
451500	923	Background Checks			635	1,000	1,000	0	100%
			482,422	522,098	650,210	1,170,707	1,176,854	6,147	101%

General Fund									
27 EXPENSES: Vets Pool / Shad Wd									
Account	Object	Description	2024	2025	YTD 7/26	Current Budget	2027	Budget Change	% Old Budget
453300	109	Part Time Wages	53,899	70,671	47,770	57,000	70,000	13,000	123%
453300	110	Full Time Wages			30,803	61,993	60,590	(1,403)	98%
453300	112	Concession Wages	5,438	7,261	5,721	7,000	7,000	0	100%
453300	115	Overtime			1,322	1,000	2,000	1,000	200%
453300	220	Payroll Taxes / WSI			5,753	11,429	11,865	436	104%
453300	230	Retirement			5,140	10,080	9,852	(228)	98%
453300	270	Payroll Liabilities			485	1,000	1,000	0	100%
453300	285	City Payroll/HR Fee			9,000	10,000	10,000	0	100%
453300	320	Health Insurance			3,720	6,000	8,000	2,000	133%
453300	335	Professional Devel				1,000	1,000	0	100%
453300	351	Electricity	6,121	8,273	4,740	9,000	9,000	0	100%
453300	352	Natural Gas	821	1,142	1,071	2,000	2,000	0	100%
453300	356	Phone				1,000	1,000	0	100%
453300	383	Car Allowance			218	1,000	1,000	0	100%
453300	420	Operations	10,111	9,912	6,890	10,000	11,000	1,000	110%
453300	423	Chemicals	10,023	8,862	4,400	13,000	10,000	(3,000)	77%
453300	427	Repairs	5,373	13,968		11,000	14,000	3,000	127%
453300	429	Water Meters	3,881	5,171	3,421	5,000	6,000	1,000	120%
453300	455	Safety			597	2,000	2,000	0	100%
453300	535	Concessions	17,366	13,882	11,575	18,000	13,000	(5,000)	72%
453300	622	SW Operations	9,562	10,761	5,639	11,000	11,000	0	100%
453300	623	SW Chemicals	1,650	3,730	1,373	3,000	3,000	0	100%
453300	624	SW Repairs	4,229	6,046	2,199	4,000	4,000	0	100%
453300	625	SW Water Meters	1,811	14,212	8,061	3,000	5,000	2,000	167%
			130,285	173,891	159,899	259,502	273,307	13,805	105%

General Fund									
27 EXPENSES: Vets Arena									
Account	Object	Description	2024	2025	YTD 7/26	Current Budget	2027	Budget Change	% Old Budget
453900	109	Part Time Wages	81,175	66,508	34,188	65,000	70,000	5,000	108%
453900	110	Full Time Wages			101,069	187,609	193,902	6,293	103%
453900	112	Concession Wages	17,565	21,429	15,429	25,000	25,000	0	100%
453900	115	Overtime			450	1,000	1,000	0	100%
453900	210	Computer Services			3,219	5,000	7,000	2,000	140%
453900	220	Payroll Taxes / WSI			10,423	25,075	24,642	(433)	98%
453900	230	Retirement			14,998	30,505	31,528	1,023	103%
453900	270	Payroll Liabilities			545	1,000	1,000	0	100%
453900	285	City Payroll/HR Fee			19,000	20,000	20,000	0	100%
453900	320	Health Insurance			17,810	42,000	37,000	(5,000)	88%
453900	335	Professional Devel	315	4,225	1,750	3,000	3,000	0	100%
453900	340	Travel	309	3,136	2,333	3,000	3,000	0	100%
453900	352	Natural Gas	19,348	29,504	16,279	50,000	30,000	(20,000)	60%
453900	354	Lights / Compr / Mech	173,267	162,174	76,176	195,000	175,000	(20,000)	90%
453900	356	Phone			957	2,000	2,000	0	100%
453900	357	Internet	5,750	5,180	3,189	6,000	6,000	0	100%
453900	410	Office Supplies	925	504	713	1,000	1,000	0	100%
453900	420	Operations	28,378	40,419	25,145	31,000	35,000	4,000	113%
453900	422	Clothing Allowance			1,224	2,000	2,000	0	100%
453900	424	Gas / Oil	4,641	4,729	2,511	6,000	5,000	(1,000)	83%
453900	427	Repairs	32,817	30,023	4,831	15,000	15,000	0	100%
453900	429	Water Meters	2,445	2,484	6,870	6,000	9,000	3,000	150%
453900	455	Safety			435	3,000	3,000	0	100%
453900	528	Building / Grounds	35,728	50,257	15,874	30,000	30,000	0	100%
453900	530	Ice Resurfacers	3,811	2,175	3,259	4,000	4,000	0	100%
453900	535	Concessions	43,003	43,677	39,986	50,000	55,000	5,000	110%
453900	641	Equipment	12,160	9,142	7,021	25,000	25,000	0	100%
453900	642	Equipment Pmt			6,500	10,000	10,000	0	100%
453900	923	Background Checks			1,423	1,000	2,000	1,000	200%
			461,637	475,565	433,606	845,189	826,072	(20,117)	98%

27 EXPENSES: Marketing

Account	Object	Description	2024	2025	YTD 7/26	Current Budget	2027	Budget Change	% Old Budget
454000	110	Full Time Wages			47,769	114,150	124,271	10,121	109%
454000	115	Overtime				1,000	1,000	0	100%
454000	210	Computer Services			5,361	5,000	9,000	4,000	180%
454000	220	Payroll Taxes / WSI			4,795	11,223	11,158	(65)	99%
454000	230	Retirement			6,632	18,561	20,206	1,645	109%
454000	270	Payroll Liabilities			134	1,000	1,000	0	100%
454000	285	City Payroll/HR Fee			9,000	10,000	10,000	0	100%
454000	320	Health Insurance			2	25,000	12,000	(13,000)	48%
454000	335	Professional Devel				1,000	1,000	0	100%
454000	340	Travel			727	1,000	1,000	0	100%
454000	341	Meetings				1,000	1,000	0	100%
454000	356	Phone			780	1,000	1,000	0	100%
454000	383	Car Allowance				1,000	1,000	0	100%
454000	391	Website Services			5,996	5,000	10,000	5,000	200%
454000	422	Clothing Allowance			338	1,000	1,000	0	100%
454000	441	Advertising	64,575	49,581	12,633	50,000	50,000	0	100%
454000	906	Internship	9,075	13,203	9,231	9,553	6,000	(3,553)	63%
454000	914	Special Events					60,000	60,000	
454000	925	Promo Items	6,097	5,593	4,206	7,000	6,000	(1,000)	86%
			79,747	68,377	107,603	263,487	326,635	63,148	124%

General Fund									
27 EXPENSES: Recreation									
Account	Object	Description	2024	2025	YTD 7/26	Current Budget	2027	Budget Change	% Old Budget
456000	110	Full Time Wages			171,189	324,992	240,068	(84,924)	74%
456000	115	Overtime				5,000	5,000	0	100%
456000	210	Computer Services			7,522	15,000	18,000	3,000	120%
456000	220	Payroll Taxes / WSI			15,681	51,884	41,613	(10,271)	80%
456000	230	Retirement			28,555	52,844	39,035	(13,809)	74%
456000	270	Payroll Liabilities			38	1,000	1,000	0	100%
456000	285	City Payroll/HR Fee			19,000	20,000	20,000	0	100%
456000	320	Health Insurance			37,735	54,000	76,000	22,000	141%
456000	335	Professional Devel			350	4,000	4,000	0	100%
456000	340	Travel				4,000	4,000	0	100%
456000	341	Meetings			435	1,000	1,000	0	100%
456000	356	Phone			2,450	3,000	4,000	1,000	133%
456000	383	Car Allowance			452	3,000	3,000	0	100%
456000	422	Clothing Allowance			1,041	3,000	3,000	0	100%
456000	545	Pickleball			2,153	5,000	4,000	(1,000)	80%
456000	901	Ball Program	47,855	51,624	35,432	55,000	55,000	0	100%
456000	902	Basketball Metro	30,072	31,667	894	35,000	35,000	0	100%
456000	903	Basketball Youth	5,056	6,859	3,011	6,000	7,000	1,000	117%
456000	904	Creative Arts	14,811	12,757	6,503	15,000	15,000	0	100%
456000	905	Flag Football	39,524	39,920	21,615	42,000	40,000	(2,000)	95%
456000	906	Internship	29,285	20,411	13,014	30,000	28,000	(2,000)	93%
456000	907	Preschool Programs	15,313	14,054	19,455	15,000	15,000	0	100%
456000	909	Science Tech	7,892	7,303	1,644	10,000	10,000	0	100%
456000	910	Senior Programming	10,319	8,225	4,245	10,000	10,000	0	100%
456000	911	Shooting Sports	9,487	9,315	1,200	10,000	10,000	0	100%
456000	912	Skating	31,029	39,738	15,474	30,000	45,000	15,000	150%
456000	913	Soccer	12,587	11,369	13,743	14,000	16,000	2,000	114%
456000	914	Special Events	50,381	57,541	32,006	60,000	0	(60,000)	0%
456000	916	Tennis	6,232	6,574	3,133	7,000	7,000	0	100%
456000	917	Theater	6,638	3,405	3,032	7,000	7,000	0	100%
456000	918	Volleyball Adult	28,104	25,715	22,818	25,000	28,000	3,000	112%
456000	919	Volleyball Youth	24,710	26,219	21,399	25,000	30,000	5,000	120%
456000	922	Ballfield Concessions	18,424	39,314	32,283	18,000	26,000	8,000	144%
456000	923	Background Checks			7,452	15,000	15,000	0	100%
456000	924	Field Sports					12,000	12,000	
			387,719	412,010	544,954	976,720	874,716	(114,004)	90%

Non- General Funds									
EXPENSES: Total									
Fund	Description	2024	2025	YTD 7/26	Current Budget	2027	Mills	Budget Change	% Old Budget
8050-8055	Specials	1,055,366	1,010,440	917,922	1,010,000	995,000	3.3	(15,000)	99%
8060	Recreation	1,075,000	1,570,833	0	1,350,000	1,503,665	5.0	75,000	111%
8100 - 8130	Debt Service PID	841,457	1,099,789	904,535	1,936,000	2,085,000	6.6	149,000	108%
8220 - 8640	Debt Service	1,677,287	1,590,422	1,316,085	1,600,000	1,575,000	0.0	(25,000)	98%
8700 - 8750	Improvements	374,123	499,087	384,437	2,000,000	2,105,000	0.0	105,000	105%
8800	Reserves	0	0	0	1,850,000	2,000,000	0.0	150,000	108%
		5,023,233	5,770,572	3,522,979	9,746,000	10,263,665	14.9	439,000	105%

Non- General Funds

EXPENSES: Special Assessments

Fund	Description	2024	2025	YTD 7/26	Current Budget	2027	Mills	Budget Change	% Old Budget
8050	Specials; City of WF	345,940	343,090	339,685	335,000	340,000	1.1	5,000	101%
8053	Specials; Refi 2017	484,313	452,263	389,256	460,000	440,000	1.5	(20,000)	96%
8055	Specials; Refi 2020	225,113	215,088	188,981	215,000	215,000	0.7	0	100%
		1,055,366	1,010,440	917,922	1,010,000	995,000	3.3	(15,000)	99%

EXPENSES: Rec

Fund	Description	2024	2025	YTD 7/26	Current Budget	2027	Mills	Budget Change	% Old Budget
8060	Debt Service (Trf Out)	1,075,000	1,570,833		1,350,000	1,425,000	4.7	75,000	106%
8060	Improvements	42,257	41,955	53,292	79,742	78,665	0.3	(1,077)	99%
		1,117,257	1,612,789	53,292	1,429,742	1,503,665	5	73,923	105%

Non- General Funds

EXPENSES: Debt Service PID (Mills)

Fund	Description	2024	2025	YTD 7/26	Current Budget	2027	Mills	Budget Change	% Old Budget
8100	Debt S; 21-1 Shop	214,049	214,049	214,049	220,000	220,000	0.7	0	100%
8100	Debt S; 21-2 Maple	140,660	140,660	140,660	150,000	150,000	0.5	0	100%
8105	Debt S; 21-3 NE	332,815	330,190	250,483	345,500	340,000	1.1	(5,500)	98%
8115	Debt S;19 SE+	153,933	155,668	137,436	160,500	160,000	0.5	(500)	100%
8120	Debt S; 23 R3				500,000	650,000	2.1	150,000	130%
8125	Debt S; 24-1 Rendz		210,846	120,900	170,000	165,000	0.5	(5,000)	97%
8126	Debt S; 24-2 Rstd Prkg*		48,376	41,007	50,000	50,000	0*	0	
8130	Debt S; 25 VMA 1/2				340,000	350,000	1.2	10,000	103%
		841,457	1,099,789	904,535	1,936,000	2,085,000	6.6	149,000	108%

Non- General Funds

EXPENSES: Debt Service (No Mills)

Fund	Description	2024	2025	YTD 7/26	Current Budget	2027	Mills	Budget Change	% Old Budget
8220	Debt S; Rustad 15	418,369	414,096	330,334	421,000	420,000	0.0	(1,000)	100%
8221	Debt S; Rustad 17, 18	558,461	562,225	436,909	562,000	549,000	0.0	(13,000)	98%
8230	Brooks Harbor PID 17	30,450	29,950	24,675	30,500	30,000	0.0	(500)	98%
8420	Goldenwood PID 16	44,453	43,658	36,788	44,000	43,000	0.0	(1,000)	98%
8535	Debt S; Vets Pool 13	171,780	170,730	159,890	170,500	170,000	0.0	(500)	100%
8630	Shadow Wd / MR PID 11	216,235	137,075	124,875	136,000	127,000	0.0	(9,000)	93%
8635	Rivers Bend PID 14	114,295	111,995	95,405	111,000	108,000	0.0	(3,000)	97%
8640	Dakota PID 19	123,244	120,694	107,209	125,000	128,000	0.0	3,000	102%
		1,677,287	1,590,422	1,316,085	1,600,000	1,575,000	0.0	(25,000)	98%

Non- General Funds

EXPENSES: Improvements

Fund	Description	2024	2025	YTD 7/26	Current Budget	2027	Mills	Budget Change	% Old Budget
8700	Capital Improvements	161,144	187,100	60,224	850,000	900,000	0.0	50,000	106%
8705	VMA Capital Imp.	65,492	18,108	88,295	125,000	160,000	0.0	35,000	128%
8710	Marketing Capital Imp.		36,989	24,671	50,000	35,000	0.0	(15,000)	70%
8720	Park Capital Imp.	117,487	228,820	57,125	25,000	50,000	0.0	25,000	200%
8725	Rustad Capital Imp.	30,000	28,070	139,736	500,000	400,000	0.0	(100,000)	80%
8740	Foundation			14,385		20,000	0.0	20,000	
8750	Deferred Maintenance				450,000	540,000	0.0	90,000	120%
		374,123	499,087	384,437	2,000,000	2,105,000	0.0	105,000	105%

Non- General Funds

EXPENSES: GF Reserves

Fund	Description	2024	2025	YTD 7/26	Current Budget	2027	Mills	Budget Change	% Old Budget
8800	General Fund Reserves				1,850,000	2,000,000	0.0	150,000	108%
					1,850,000	2,000,000	0.0	150,000	108%



**West Fargo Park Board Meeting
Wednesday, August 12, 2026
Rustad Rental Rates**

Contact Person:

Garrett Styf, Rustad Facility Supervisor

Agenda Item:

Rustad Rental Rates

Description of Request:

We are looking to update the rental rates at the Rustad Recreation Center. The updated rates would include the gym, turf, room rentals, and the playground and inflatable party packages. We are also looking to establish an annual fee escalator schedule of 3% for rental rates, which would go into effect every two years or unless the board takes other action. We have held to this schedule consistently but would like to officially establish this.

Reasons for the rate increases include rising operating costs, utility costs, and part-time wages. Our overall facility expenses increased from \$499,872 in 2024 to \$543,005.48 in 2025, an increase of 8.62%. A key increase was in our Operations budget, which increased 14.5% from 2024 to 2025. Another would be the rising cost of utilities (Electricity and Natural Gas combined). We have seen an increase of 13.88% from 2024 to 2025. Finally, to remain competitive with other comparable facilities, we have had to raise our part-time staff wages to an average of \$15.81, up 12% from \$14.11 in 2022. Our last rate increase for these specific rates was in the fall of 2023, and the last time before that we had increased our rates was in the fall of 2021.

We are not requesting an increase to the daily entry fee which is currently \$5, or \$4 with a punch card.

Motion Suggestion:

Staff recommends raising rental fees as shown in the figure below and establishing a fee schedule with a 3% annual increase, effective every two years unless otherwise directed by the board.

Activity	Fall 2021		Fall 2023	Proposed Rates Fall 2026		Difference	Comparables	Potential Rates Fall 2028			
RUSTAD GYM RENTAL HOURLY RATE	\$	55.00	\$	60.00	\$	65.00	\$	5.00	Fargo Parks \$65, WFPS \$50, FPS \$50	\$	70.00
RUSTAD 1/2 ROOM RENTAL HOURLY RATE (Double the rate for Full Room)	\$	30.00	\$	35.00	\$	40.00	\$	5.00		\$	40.00
RUSTAD TURF RENTAL HOURLY RATE (Per 1/3 Turf)	\$	55.00	\$	60.00	\$	65.00	\$	5.00	We would be at 7.9 cents per square yard in comparison to others, with a range of 5.2 cents (TCU), 6.1 (Fargo Parks), 8.7 cents (Bismarck Park District)	\$	70.00
RUSTAD SINGLE ENTRY	\$	4.00	\$	5.00	\$	5.00	No Change			\$	6.00
RUSTAD BIRTHDAY PARTY PACKAGES											
Inflatable Party Package	\$	200.00	\$	250.00	\$	265.00	\$	15.00	Bounce House Party Fargo \$250	\$	285.00
Non-Exclusive Playground Party		NA	\$	175.00	\$	185.00	\$	10.00	Fargo Parks \$309	\$	200.00
Exclusive Playground Party	\$	200.00	\$	275.00	\$	295.00	\$	20.00	Courts Plus \$350	\$	315.00
RUSTAD PUNCH CARD (10 ENTRIES)		30.00		40.00	\$	40.00	No Change			\$	50.00
VETS POOL SINGLE ENTRY	\$	3.25	\$	5.00	\$	5.00	No Change			\$	6.00
VETS POOL PUNCH CARD (10 ENTRIES)	\$	30.00	\$	40.00	\$	40.00	No Change			\$	50.00



**West Fargo Park Board Meeting
Wednesday, August 12, 2026
Trespass and Suspension Policy**

Contact Person:

Amy Zundel- Executive Director

Agenda Item:

Trespass and Suspension Policy

Description of Request:

Staff have developed a comprehensive Aggressive, Disruptive, and Trespassing Patrons Policy and Procedure to establish a consistent, legally defensible framework for addressing disruptive behavior on West Fargo Park District property while balancing the District's responsibility to maintain safe and welcoming public spaces.

As a political subdivision operating public parks and facilities, the District must ensure any restriction on access to public property is reasonable, consistently applied, supported by documented conduct, and compliant with applicable law. The new policy provides clear authority, expectations, and procedures for employees while helping ensure enforcement decisions are made fairly and consistently.

The policy establishes clear expectations for responding to aggressive or disruptive behavior through progressive intervention whenever appropriate while recognizing circumstances that require immediate law enforcement involvement. It defines the authority for temporary removals, suspensions, and formal trespass notices, ensuring enforcement actions are consistently administered and appropriately authorized.

The accompanying procedure provides operational guidance for employees, including de-escalation practices, documentation requirements, supervisory responsibilities, incident reporting expectations, and follow-up procedures. The procedure also incorporates guidance regarding communication, employee safety, and the documentation necessary to support future enforcement actions if repeated incidents occur.

The policy was developed using public sector best practices and incorporates applicable North Dakota law, West Fargo ordinances, and Park District operational needs. It also establishes clear approval authority by limiting formal trespass authorization to the Executive Director or their authorized designee while allowing supervisory staff to address immediate operational concerns through temporary removals. It has been sent but not yet reviewed by legal.

Motion Suggestion:

Approve the Trespass and Suspension Policy and accompanying procedure pending legal review.

Policy 109-Trespass and Suspension
Effective Date: 08/12/2025
Issuing Authority: West Fargo Park Board

109.1 PURPOSE AND SCOPE

The purpose of this policy is to establish consistent procedures for preventing, responding to, documenting, and resolving aggressive, disruptive, or unlawful behavior occurring on West Fargo Park District property or during Park District programs and events.

These procedures are intended to promote a safe, welcoming, and enjoyable environment for patrons, volunteers, contractors, and employees while ensuring enforcement actions are reasonable, consistently applied, well documented, and conducted in accordance with applicable law, Park District policy, and the constitutional rights of individuals utilizing Park District property.

This policy applies to all employees, volunteers, contractors, interns, and other individuals acting on behalf of the West Fargo Park District while performing official duties, as well as all patrons, participants, spectators, vendors, visitors, and members of the public utilizing Park District property or participating in Park District activities.

109.1.1 DEFINITIONS

The following words and terms shall have these assigned meanings throughout this policy unless it is apparent from the content that they have a different meaning:

Aggressive or Disruptive Behavior: Conduct that interferes with the safe, orderly, or enjoyable operation of Park District facilities, parks, programs, or events, or that threatens the safety of patrons, volunteers, employees, or District property. Examples include verbal abuse, harassment, intimidation, threatening behavior, physical aggression, repeated refusal to comply with lawful staff direction, disorderly conduct, vandalism, or unlawful activity.

Authorized Designee: An employee specifically authorized by the Executive Director to perform a delegated responsibility or exercise delegated authority on behalf of the Executive Director. Unless otherwise stated within this policy, such authority shall only extend to those responsibilities expressly delegated by the Executive Director.

Immediate Threat: Conduct presenting an imminent risk of bodily injury, significant property damage, or criminal activity requiring immediate law enforcement intervention.

Minor Violation: Conduct that generally may be corrected through verbal direction, coaching, or temporary removal without presenting an immediate threat to public safety. Examples include but are not limited to: Repeated rule violations, unsportsmanlike conduct, minor disruptive behavior, and failure to follow staff directions.

Moderate Violation: Conduct involving repeated rule violations, significant disruption of operations, threatening behavior, or actions warranting supervisory involvement and consideration of suspension.

Major Violation: Conduct involving violence, criminal activity, credible threats, weapons, significant property damage, or any behavior requiring immediate law enforcement intervention or consideration of a formal trespass notice.

Suspension: The temporary revocation of an individual's privilege to access designated Park District facilities, programs, or property for a specified period of time decided by a District Director or Executive Director.

Temporary Removal: The immediate direction for an individual to leave a Park District facility, program, or property for the remainder of the day decided by park district staff.

Trespass Notice: A written or verbal directive authorized by the Executive Director or the Executive Director's authorized designee prohibiting an individual from entering or remaining upon specified Park District property in accordance with applicable law and District policy.

109.2 POLICY

It is the policy of the West Fargo Park District to maintain parks, facilities, trails, programs, and events that are safe, welcoming, and accessible to the public. Employees shall address disruptive behavior professionally, fairly, and consistently while utilizing reasonable efforts to de-escalate situations whenever it can be accomplished safely.

Because Park District property is generally open to the public, any restriction on an individual's access shall be based upon documented conduct, legitimate governmental interests, and applicable law, and shall be no more restrictive than reasonably necessary to protect the safety of patrons, employees, District property, or District operations.

109.3 EMPLOYEE RESPONSIBILITIES

Employees shall:

- (a) Treat all individuals with professionalism, courtesy, and respect.
- (b) Address disruptive behavior promptly before it escalates whenever practical.
- (c) Utilize reasonable de-escalation techniques whenever employee safety is not compromised.
- (d) Enforce Park District rules consistently and without discrimination.
- (e) Immediately notify a supervisor whenever behavior escalates beyond routine staff intervention.
- (f) Request law enforcement assistance whenever an immediate threat to safety exists or criminal activity is occurring.
- (g) Complete required incident reports in accordance with this policy.
- (h) Contact law enforcement when individuals known to be trespassed are present on District property.

Supervisors shall:

- (a) Provide assistance during escalating incidents.
- (b) Review incident reports for completeness.
- (d) Forward recommendations for suspension or formal trespass to the appropriate Director or the Executive Director.
- (e) Coordinate communication with parents or guardians when minors are involved.
- (f) Solicit paperwork from West Fargo Police Department on any trespass notices executed or calls for service related to any incident and file in appropriate location and update corresponding trespass tracker.
- (g) Attach any camera footage or photos from security systems in appropriate location.

109.4 DE-ESCALATION

Whenever circumstances permit and employee safety is not compromised, employees should make reasonable efforts to de-escalate disruptive situations prior to directing an individual to leave Park District property.

Employees shall immediately discontinue de-escalation efforts and request law enforcement assistance whenever an individual's behavior presents an immediate threat to the safety of any person.

109.5 DOCUMENTATION

Employees shall complete an incident report whenever:

- (a) A patron is removed from a facility, park, or program.
- (b) Law enforcement is requested or responds.
- (c) A suspension is imposed or recommended.
- (d) A formal trespass notice is recommended.
- (e) Property damage, threats, assaults, or criminal activity occur.
- (f) An incident may reasonably result in future complaints, litigation, or repeated enforcement action.

Incident reports should include, whenever available:

- (a) Date, time, and location.
- (b) Names of involved individuals, as well as parent or guardian information if available.
- (c) Witness information.
- (d) An objective and factual description of the incident and individuals involved if names are unavailable.
- (e) Actions taken by employees.
- (f) Nature of law enforcement involvement and ICR number for call.
- (g) Description and extent of injuries or property damage.
- (h) Recommended follow-up actions.
- (i) Photos if property damage or vandalism exists

- (j) Calculation of staff time and replacement value for correction of vandalism and destruction of property.
- (k) Proof of notification to individuals about suspension or trespass.

Reports shall remain factual, objective, and free from unsupported opinions or conclusions.

109.6 FOLLOW-UP

Supervisors shall review incidents involving significant disruptive behavior to determine whether additional corrective action, suspension, or a recommendation for a formal trespass notice is appropriate.

Repeated incidents involving the same individual should be evaluated collectively when determining whether additional restrictions on access to Park District property are warranted.

109.7 APPEALS

An individual who has been issued a suspension or formal trespass notice may request review of the decision in accordance with this section.

109.7.1 REQUEST FOR REVIEW

Requests for review shall:

- (a) Be submitted in writing to the Executive Director within 15 calendar days of the issuance of the suspension or trespass notice.
- (b) State the basis for the appeal and include any information the individual believes should be considered.
- (c) Include the individual's current mailing address, telephone number, and email address, if available.

Failure to submit a timely request may result in the suspension or trespass remaining in effect without further review.

109.7.2 EXECUTIVE DIRECTOR REVIEW

Upon receipt of a timely request, the Executive Director may:

- (a) Affirm the suspension or trespass notice.
- (b) Modify the duration or conditions of the suspension or trespass notice.
- (c) Rescind the suspension or trespass notice.

The Executive Director may request additional information or meet with the individual prior to issuing a decision. The Executive Director shall provide a written decision within a reasonable period of time.

109.7.3 BOARD REVIEW

If the individual is dissatisfied with the Executive Director's decision regarding a formal trespass

notice, the individual may submit a written request for review by the West Fargo Park District Board of Commissioners within 15 calendar days of the Executive Director's decision.

The Board may consider the appeal during a regularly scheduled meeting or another meeting as determined by the Board President and Executive Director. The Board may receive written materials and any additional information it deems appropriate.

The Board may:

- (a) Affirm the Executive Director's decision.
- (b) Modify the duration or conditions of the trespass notice.
- (c) Rescind the trespass notice.

The decision of the Board shall be final.

109.7.4 EFFECT OF APPEAL

Unless otherwise authorized in writing by the Executive Director, filing an appeal does not stay or suspend the enforcement of a suspension or trespass notice. The individual shall continue to comply with all conditions of the notice while the appeal is pending.

Aggressive, Disruptive, and Trespassing Patrons- PROCEDURE

Aggressive or Disruptive Behavior

The West Fargo Park District is committed to providing a safe, welcoming environment for all patrons, volunteers, and employees. Staff are expected to respond to disruptive behavior in a calm, professional, and consistent manner.

Examples of disruptive behavior include, but are not limited to:

- Verbal abuse, harassment, or intimidation
- Threatening behavior
- Physical aggression or fighting
- Repeated refusal to follow Park District rules or staff direction
- Disorderly conduct that disrupts programs or other patrons
- Damage to Park District property
- Illegal activity

Whenever possible, staff should attempt to de-escalate the situation before requesting a patron leave the facility.

Reasonable de-escalation efforts may include:

- (a) Speaking calmly and respectfully.
- (b) Maintaining appropriate personal space.
- (c) Listening without becoming argumentative.
- (d) Explaining expectations and available options.
- (e) Allowing individuals an opportunity to regain composure.
- (f) Moving discussions away from crowds when practical.

Suggested verbal progression:

1. "Please stop the behavior. If it continues, you will be asked to leave."
2. "You have continued the behavior after being warned. You must leave the facility for the remainder of the day."
3. "If you refuse to leave, law enforcement will be contacted."

If at any time staff believe there is an immediate threat to the safety of any person, they should skip these steps and immediately contact law enforcement.

Abusive Telephone Calls

If a caller becomes verbally abusive, threatening, or uses profanity toward staff:

1. Calmly advise the caller that respectful communication is required.
2. Inform the caller that the conversation will end if the behavior continues.
3. If the behavior persists, state:

"I'm ending this call now. If you have additional business with the Park District, please contact us again when you are able to speak respectfully. Have a good day."

Document any threatening or concerning calls and notify a supervisor.

Law Enforcement Contacts

Emergency: 911

Red River Regional Dispatch (Non-Emergency): **701-451-7660**

Staff should never place themselves at risk by attempting to physically remove a patron.

Temporary Removal, Suspension, and Trespass

Because the West Fargo Park District operates public facilities and parks that are open to the public, any restriction on access must be reasonable, documented, consistently applied, and based on legitimate safety, operational, or legal concerns.

Individuals may be directed to leave Park District property for violations of Park District rules, unlawful conduct, behavior that threatens the safety of others, or conduct that substantially disrupts Park District operations.

Whenever practical, law enforcement should be involved when a trespass notice is issued by the Executive Director or their designee.

Temporary Removal

Any staff may direct an individual to leave a facility, program, or park for the remainder of the day when immediate action is necessary to maintain safety, order, or the enjoyment of the facility by others.

Temporary removals should be documented using an incident report and communicated to the appropriate Supervisor and Director as soon as practical.

Suspensions

Only a Park District Director may approve a suspension of facility or park privileges extending beyond the current day.

In determining the length of a suspension, Directors should consider:

- The severity of the conduct
- Prior documented incidents
- The safety of patrons and staff
- The impact on Park District operations
- Recommendations from law enforcement, when applicable

Trespass Notices

Pursuant to Park District policy and posted Park District signage, only the Executive Director or their designee may authorize the issuance of a formal trespass notice from West Fargo Park District property.

Formal trespass notices should generally be reserved for serious or repeated violations where lesser corrective actions have proven ineffective or where the conduct presents a significant threat to public safety, staff, property, or Park District operations.

Whenever possible, trespass notices should be served by the West Fargo Police Department.

All suspensions and trespass actions shall be supported by written documentation and an incident report and stored on SharePoint.

Suspension Guidelines

The following guidelines are intended to promote consistency. Leadership may adjust the length of a suspension based on the totality of the circumstances.

Minor Violations

Examples include:

- Rule violations
- Unsportsmanlike conduct
- Profanity
- Minor disruptive behavior
- Failure to follow staff direction

Typical response:

- Verbal warning
- Removal from the activity or facility for the remainder of the day

- Suspension of up to one month for repeated behavior
- Incident report

Moderate Violations

Examples include:

- Threatening behavior
- Physical altercations
- Harassment
- Significant disruption of programs
- Repeated minor violations

Typical response:

- Immediate removal
- Incident report
- Law enforcement notification when appropriate
- Suspension of up to six months for repeated behavior
- Consideration of a formal trespass notice authorized by the Executive Director

Major Violations

Examples include:

- Assault
- Violence or credible threats of violence
- Theft
- Vandalism
- Significant property damage
- Possession of a weapon in violation of law
- Drug-related criminal activity
- Any other serious criminal conduct

Typical response:

- Law enforcement response
- Immediate Removal

- Incident Report
- Consideration of a formal trespass notice authorized by the Executive Director

Three-Step Progressive Discipline

Unless conduct presents an immediate safety concern, staff should use progressive intervention.

Step 1: Verbal Warning

Explain the rule being violated, request compliance, and advise the patron that continued violations may result in removal.

Step 2: Removal from Activity

Remove the patron from the activity or require them to sit out or leave the facility for the day. Complete an incident report and advise that additional violations will result in removal from the facility.

Step 3: Removal from Facility

Require the patron to leave the facility, program, or park for the remainder of the day. Complete or update the incident report. Notify a parent or guardian if the individual is a minor if able. If the patron refuses to leave after being directed to do so, contact law enforcement.

Immediate Removal

Progressive discipline is not required when conduct presents an immediate threat to safety or involves criminal activity.

Examples include:

- Acts or threats of violence
- Fighting
- Possession of weapons
- Criminal conduct
- Severe harassment
- Significant property damage
- Conduct creating an immediate safety hazard

These incidents may result in immediate removal, law enforcement involvement, suspension of privileges, and consideration of a formal trespass notice.

Legal Authority

The West Fargo Park District has the authority to establish and enforce reasonable rules governing the use of its facilities and property.

Under **North Dakota Century Code § 12.1-22-03 (Criminal Trespass)**, a person commits criminal trespass if they knowingly enter or remain on property after being lawfully directed not to enter or to leave by a person with lawful authority.

The **West Fargo Trespass Ordinance** authorizes enforcement when an individual refuses to leave public property after receiving a lawful order based upon safety, protection of property, prevention of disruption to governmental operations, or other lawful governmental purposes.

Because Park District property is public property, restrictions on access should always be based on documented conduct, applied consistently, and limited to what is reasonably necessary to protect patrons, staff, property, and Park District operations.

SUPERVISOR REPORT

Organizational Updates

*****All data given will reflect the full previous month. For example, if this is presented at the February Board meeting, it will reflect January 1-31.***

- **Weather Closures**
 - N/A
- **Building Closures**
 - N/A
- **Team Training**
 - All Staff
 -
 - Staff Groupings
 -
 - Individual Staff
 - Jackson: ICS-300(Intermediate Incident Command System for Expanding Incidents) and ICS Forms Review

Administration Updates

*****All data given will reflect the full previous month. For example, if this is presented at the February Board meeting, it will reflect January 1-31.***

- Staff reviewed and developed a formal Trespass and Suspension Policy and Procedure to provide clear guidance for addressing disruptive behavior on Park District property. The policy establishes consistent expectations, clarifies staff authority, outlines the process for temporary suspensions and formal trespass actions, and ensures compliance with applicable North Dakota law. The procedure is intended to promote a safe environment for patrons and staff while providing a fair and consistent framework for enforcement.
- Staff has begun the initial planning process to develop a Continuity of Operations Plan (COOP) for the West Fargo Park District. A COOP is a comprehensive plan that outlines how essential services and critical operations will continue during emergencies, disasters, or other significant disruptions. The planning process includes identifying essential functions, key personnel, communication protocols, alternate operating procedures, and recovery priorities. As part of this effort, staff will also be conducting a comprehensive review of current operations to identify continuity gaps, single points of failure, and other vulnerabilities that could impact the organization's ability to operate during an emergency. This process serves as an organizational audit, allowing the Park District to proactively address those gaps before they become operational risks. Developing a COOP will strengthen organizational resilience, improve emergency preparedness, reduce operational downtime, and help ensure that critical services to the community can continue regardless of the incident.

Arena Updates

*****All data given will reflect the full previous month. For example, if this is presented at the February Board meeting, it will reflect January 1-31.***

- **General Updates:**
 - Staff continue to paint brackets from the ceiling to blend in with the new ceiling. We will need to be on ladders to eventually finish the brackets in the mezzanine area.
 - Concession stand storage door is getting worked on to add fob access.
 - New door closers for exterior lobby doors have arrived, will be installed soon.
 - Fixing drywall in the lobby and weight room. Those areas will also get repainted.
 - Vets 2 boards have been cleaned and sealed for another year.
 - Equipment has been ordered to repair Vets 1 compressors.
 - Hoses have been replaced in Vets 2 Zamboni room.
 - Cooling towers have been cleaned.
 - Zamboni Driver position will be opened in August.
 - Roofing project is nearing completion.
- **VMA People Counter Numbers**
 - 9,881
- **Total Hours of Ice Time Rented**
 - WFHA
 - 2026: 92
 - 2025: 105
 - Learn to Skate
 - 2026: 19
 - 2025: 21
 - Private Rentals
 - 2026: 46.25
 - 2025: 67
 - Open Skate
 - 2026: 0
 - 2025: 0

Rustad Updates

*****All data given will reflect the full previous month. For example, if this is presented at the February Board meeting, it will reflect January 1-31.***

- **General Updates:**

- Accepted Bergstrom Electric's bid for the Rustad Gym Lighting Project. We received three bids for the work and selected the lowest responsible bid of \$39,500. The scope of the project will be replacing all light fixtures in Gyms 1,2, and 3, as well as the playground. This project was under the threshold for a required public bidding process. The planned start for the project is September and should take roughly a week. \$30,000 will come from the Capital Improvement Fund with the remainder coming from the Rustad Improvement Fund.
- Staff have been working hard on drywall and paint projects throughout the facility, getting ready for the busy season.
- We are looking into changing our birthday party scheduling system. We currently use Occasion but are looking to move to Square, our credit card processing platform. This would help a lot on the back end, tracking and reconciliation-wise.
- The Facility Specialist position is set to close on August 10th; we have a strong pool of applicants

- **People Counter Numbers**

- Gym
 - 2026: 9,618
 - 2025: 7,123
- Playground
 - 2026: 5,993
 - 2025: 7,201
- Turf
 - 2026: 13,019
 - 2025: 11,158
- Track
 - 2026: 3,438
 - 2025: 5,139
- Main Entry Total
 - 2026: 22,102
 - 2025: 21,927

- **Early Morning (6:00 am –7:30 am) Rustad Users**

- Track Users
 - 105
- Gym Users
 - 39

- **Rustad Paid Entries**

- Pickleball
 - 2026: 362
 - 2025: 347
- Open Gym

- 2026: 74
 - 2025: 95
- Open Turf
 - 2026: 121
 - 2025: 10
- Playground
 - 2026: 1,287
 - 2025: 1,581

Pool

*****All data given will reflect the full previous month. For example, if this is presented at the February Board meeting, it will reflect January 1-31.***

- **Opening Day:**
 - 2026 Season: May 26th
 - 2025 Season: May 27th
- **Last Day:**
 - 2026 Season: August 16th
 - 2025 Season: August 14th
- **Total Open Days (Current Season to Date):**
 - 2026 Season: 66
 - 2025 Season: 62
- **Availability**
 - Days Open
 - 2026: 30
 - 2025: 30
 - Staffed Hours
 - 2026: 1,348
 - 2025: 1,498
 - Closures
 - Sessions (Not including sessions where full day was closed)
 - 2026: 6
 - 2025: 5
 - Full Day
 - 2026: 1
 - 2025: 1
- **Weather:**
 - Weather Warnings:
 - Number of warnings that did NOT lead to a closure:
 - Severe Weather Watch (Severe Weather Warnings are automatic Closures):
 - Air Quality: 2
 - Heat Advisory: 15
 - Rain Checks:
 - This Reporting Period:
 - 2026: 64
 - 2025: 33
 - Season Total to Date
 - 2026: 93
 - 2025: 65
 - *Insert Weather Graphic (Time, Weather, Feels Like, Attendance)*
- **Patrons**
 - This Reporting Period: (Not including Pool Party)
 - 2026: 4,882

- 2025: 3,837
- Season Total to Date
 - 2026: 11,086
 - 2025: 9,375

Concession Updates

*****All data given will reflect the full previous month. For example, if this is presented at the February Board meeting, it will reflect January 1-31.***

General Updates:

- Started selling cookie dough. Has sold very well at the pool but not so much at the elmwood locations.
- **VMA**
 - Days open
 - 2026:0
 - 2025:0
 - Staffed hours
 - 2026:0
 - 2025:0
 - Gross Revenue
 - 2026:0
 - 2025:0
- **Rustad**
 - Days open
 - 2026:0
 - 2025:0
 - Staffed hours
 - 2026:0
 - 2025:0
 - Gross Revenue
 - 2026:0
 - 2025:0
- **N. Elmwood**
 - Days open
 - 2026: 16
 - 2025: 18
 - Staffed hours
 - 2026: 128
 - 2025: 144
 - Gross Revenue
 - 2026: \$8,019
 - 2025: \$10,195
- **S. Elmwood**
 - Days open
 - 2026: 16

- 2025: 18
 - Staffed hours
 - 2026: 64
 - 2025: 72
 - Gross Revenue
 - 2026: \$5,164
 - 2025: \$4,318
- **Young Field:**
 - Days open
 - 2026: 18
 - 2025:
 - Staffed hours
 - 2026: 222.50
 - 2025:
 - Gross Revenue
 - 2026: \$11,953.50
 - 2025:
- **Pool:**
 - Days open
 - 2026: 29
 - 2025: 30
 - Staffed hours
 - 2026: 216
 - 2025: 303
 - Gross Revenue
 - 2026: \$10,758.25
 - 2025: \$7,027.75

Park Maintenance Updates

*****All data given will reflect the full previous month. For example, if this is presented at the February Board meeting, it will reflect January 1-31.***

- **Athletic Field Specialist**

- Field Rentals:

- 2026 Women's Slow-pitch State
 - Total Cost \$448.93
 - Equipment \$67.41
 - Material Cost \$125.00
 - Labor Cost \$256.52
 - 2026 14U State Tournament
 - Total Cost \$226.09
 - Equipment \$50.08
 - Material Cost \$5.00
 - Labor Cost \$171.01

- Projects:

- Rugby Startup (Rendezvous)
 - Total Cost \$341.25
 - Equipment \$53.66
 - Material Cost \$70.00
 - Labor Cost \$217.59
 - Flag Football Startup
 - Total Cost \$2,210.96
 - Equipment \$314.80
 - Material Cost \$520.00
 - Labor Cost \$1,376.16

- Additional Notes:

- Still working on getting enough anchors made and then finally replacing them in August.
 - Baseball and slow-pitch softball are winding down for the year.
 - Replaced 8 sprinkler heads around various ball fields.
 - Fall soccer starts at the beginning of August as does flag football in Rendezvous.
 - Fast pitch fall ball will be using some fields this fall so getting everything ready for that.

- **Fleet Maintenance Specialist**

- Repairs:

- Unit 113 – Yearly Maintenance and Inspection
 - Total Cost \$1780.35
 - Material Cost \$1485.45
 - Labor Cost \$294.90
 - Unit 207 – Repair Rear Deck Links
 - Total Cost \$133.90
 - Material Cost \$60.18

- Labor Cost \$73.72
- Unit 210 – Repair Lift Arm and Deck Belt
 - Total Cost \$19.53
 - Material Cost \$1.10
 - Labor Cost \$18.43
- Unit 216 - Battery
 - Total Cost \$115.24
 - Material Cost \$59.95
 - Labor Cost \$55.29
- Unit 226 – Deck Belt Burning
 - Total Cost \$204.81
 - Material Cost \$131.09
 - Labor Cost \$73.72
- Unit 227 – Oil Change
 - Total Cost \$76.31
 - Material Cost \$39.45
 - Labor Cost \$36.86
- Unit 227 – Right Wing Deck Fell Off
 - Total Cost \$148.86
 - Material Cost \$75.14
 - Labor Cost \$73.72
- Unit 230 – Oil Change
 - Total Cost \$63.82
 - Material Cost \$26.96
 - Labor Cost \$36.86
- Enhancements:
 - Tire Machine & Balancer
 - Total Cost \$1959.00
 - Material Cost \$1959.00
- Additional Notes:
 - This month has gone smoothly. Minimal mower repairs.
 - Zamboni repairs are underway
 - Getting the rest of required supplies to start mount and balancing our own tires, We have 2 trailer tires to do soon.
- **Forestry Specialist**
 - Emerald Ash Bore Update:
 - Trees Treated 42
 - Trees Removed 54
 - Location(s) 43 removed from south elmwood shelterbelt, 4 removed from legion courtyard, 5 removed from Meadowridge tot lots, 2 removed from Armour Park near rental shelter
 - Projects:

- July shelterbelt clean up
 - Total Cost \$ 10,820.22
 - Equipment \$ 6873.89
 - Material Cost \$ 3343.28
 - Labor Cost \$ 603.05
- Legion dangerous tree clean up
 - Total Cost \$ 2165.60
 - Equipment \$ 1188.91
 - Material Cost \$ 176.80
 - Labor Cost \$ 799.89
- Trees Planted:
 - Park Trees: 25 North elmwood reforest project, 12 in Armour for EAB grant
 - 37 Total
 - Removals: 2
 - Location: Old Shadow wood
 - Iron Chlorosis, plan to replant
 - Location: Beaton Farm blvd
 - Failing health
- Additional Notes:
 - Completed North Elmwood reforestation... all trees put back are reimbursed through Sellin Bros contracting for use of Elmwood to stage city street redo...7 trees taken out by contractor, 25 put back in by Forestry dept.
 - Watering trees and gardens has been a priority as temps are above average with little rain
 - Dakota Lake lookout garden area refurbishing complete (new plants and mulch, and maintenance on benches).
 - Boy Scout Troop 279 helped complete volunteer portion of EAB mitigation grant 2026
 - EAB Mitigation grant 2025 and Pinewood America the Beautiful grants both reimbursed to the park district
 - Working with homeowners in riverbend to plant 7+ donated trees along Loberg trail
 - Beginning Loberg trail grass removal for United Prairie Foundation to take over gardens in Riversbend
 - EAB mitigation grant update 2026: Cougar Tree service has removed 5 large Ash from Meadowridge Tot lots and 2 Large Ash from shelter area at Armour. 4 trees scheduled to be removed in Armour on dike north of parking lot. 12 trees planted in Armour to replace removals at a 2:1 ratio
 - Updating Tip Tool tree inventory on south elmwood ball road shelterbelt project

- South Elmwood shelterbelt clean up continues. 43 dead/dying trees removed, stumps ground, crews completed hauling out mulch from brush grinding
- **General Maintenance**
 - Herbicide Application:
 - Product Used
 - Millennium Ultra 2
 - 12 Acres
 - Total Cost of Herbicide
 - \$749.25
 - Playground Update:
 - Playground Inspections
 - 4 Low Frequency
 - Projects:
 - Concrete cornhole boards
 - Total Cost \$1419.39
 - Equipment \$ 0
 - Material Cost \$ 420.41
 - Labor Cost \$ 998.98
 - Concrete cornhole boards 2
 - Total Cost \$ 1510.79
 - Equipment \$0
 - Material Cost \$386.94
 - Labor Cost \$1123.85
 - Mounting emergency key boxes
 - Total Cost \$398.85
 - Equipment \$83.40
 - Material Cost \$0
 - Labor Cost \$315.45
 - AED box mounting
 - Total Cost \$255.97
 - Equipment \$0
 - Material Cost \$0
 - Labor Cost \$255.97
 - North elmwood concession window
 - Total Cost \$1702
 - Equipment \$0
 - Material Cost \$485.47
 - Labor Cost \$1217.51
 - Soccer complex soffit repair
 - Total Cost \$280.90
 - Equipment \$53.24

- Material Cost \$7.58
 - Labor Cost \$220.08
- Irrigation Repairs
 - Soccer irrigation repair
 - Total Cost \$444.49
 - Equipment \$41.70
 - Material Cost \$61.39
 - Labor Cost \$341.40
 - Rendezvous field 4 repair
 - Total Cost \$201.39
 - Equipment \$0
 - Material Cost \$41.41
 - Labor Cost \$159.98
 - South elmwood irrigation wire repair
 - Total Cost \$161.73
 - Equipment \$20.85
 - Material Cost \$9.78
 - Labor Cost \$131.10
 - North soccer irrigation repair
 - Total Cost \$351.69
 - Equipment \$0
 - Material Cost \$61.39
 - Labor Cost \$290.30
 - Exchange field irrigation wire repair
 - Total Cost \$260.86
 - Equipment \$0
 - Material Cost \$4.89
 - Labor Cost \$255.97
- Scheduled Staff Hours:
 - Scheduled Seasonal Staff Hours
 - 2445
 - Total Overtime
 - 32.25 hours
- Water Usage:
 - Total Water Usage Across Park Maintenance
 - 4,152,125
 - Irrigation at Athletic Fields
 - 2,425,739
- Additional Notes:
 - Rainfall Total: 0.66”
 - According to national weather service
 - Estimated grassed mowed areas
 - 1,505 Acres

- Estimated operation cost of mowed grass
 - \$68,508
- The WF Public Schools had a contractor apply herbicide to our property on June 22. It was intended to be at Aurora Elementary, but they applied it at Rendezvous Park, specifically near the parking lot by the start of the disc golf course and green area where special events and flag football fields are located. The herbicide was applied at a higher rate than intended due to equipment malfunction. The grass where it was applied (estimated .5 acres) was killed. In working with the schools and the contracted services we have an agreement to have the contractor repair and restore the damaged area. The plan will be re-seeding the area and watering it until it is established. The approximate time of seeding will be late summer or fall.

Recreation

*****All data given will reflect the full previous month. For example, if this is presented at the February Board meeting, it will reflect January 1-31.***

- Spring/summer program break down:
 - Creative Arts/Science Technology- 40
 - Camps-5
 - Theatre classes-3
 - Sports-19
 - Adult-6
 - Adaptive Recreation-2
 - Senior-7

- Weather related cancelations for July:
 - 7/7- Soccer Rain
 - 7/14 Soccer Heat
 - 7/16 Baseball/Tennis Air Quality
 - 7/29 Soccer Heat

- The Recreation team has completed the planning process for Fall/Winter Programs.
 - We have adjusted program fees 3% for fall/winter programs.

- New partners we will be working with:
 - U of Mary, MSUM, U of Jamestown students will be working with our Adaptive Adventures classes.
 - Cake My Day cake decorating classes. There will be a youth, adult, parent child classes.

- Upcoming programs
 - Flag football-615 registered
 - Youth Volleyball-202 registered
 - Skating lessons
 - Intro to Pickleball
 - Sports Sampler
 - Basketball for beginners
 - Art Sampler

Marketing Communication & Special Events

*****All data given will reflect the full previous month. For example, if this is presented at the February Board meeting, it will reflect January 1-31.***

- **Marketing**
 - July Newsletter:
 - Total sent/deliveries: 613
 - Total opened: 231
 - Click-through rate: 7.6% (46)
 - Facebook Stats:
 - 162,305 views (+30%)
 - 6,374 engagements (Like, Comment, Share): +48.5%
 - Top post: Rec on the Go Pool Party (19,642 views)
 - Activity Guide Ads sold for Fall/Winter Guide: 6
 - Team completed ActiveNet for Marketing training
- **Special Events**
 - **Rec on the Go – Pool Party, July 21:** We had an outstanding turnout, with an estimated 1,200 attendees throughout the event. More than 900 hot dogs were served; over 800 guests enjoyed the pool, and the Dunk Tank fundraiser raised approximately \$400 for the West Fargo Park District Foundation.
 - **Horace Foam Party, July 28:** We welcomed approximately 500 attendees. Overall, the event was a great success and well received by the community.
 - **Senior Picnic, July 30:** We welcomed 232 seniors to our Hat's Off to Summer Senior Picnic, making it one of our best turnouts to date. We received a lot of positive feedback, especially about the burgers and potato salad.
 - **Upcoming Events**
 - **Bike Safety Rodeo, 5-7 PM, Monday, August 10** at Rendezvous Park
 - **Rec on the Go - Foam Party, 4:30-7 PM, Tuesday, August 11** at Maplewood Park
 - **A Walk In The Park & Senior Expo, 10-12:00 PM, Thursday, Sept 3:** So far, 81 are registered for the walk / 32 vendors registered for the expo.
 - **Play FORE the Parks Golf Event, Friday, Sept 18:** We are up to 25 committed teams.
 - **Fall Rummage Sale, 7 AM-3 PM, Saturday, Sept 19.**

Public Feedback

*****All data given will reflect the full previous month. For example, if this is presented at the February Board meeting, it will reflect January 1-31.***

- **Comment**
 - o Citizen uses the shelter at Erbstoesser Park for a bible study group. They requested that the Park District put a port-a-potty near the shelter.
 - o Staff Statement: One of the reasons for the current location of port-a-potty is that it does not directly face any residences. There is concern that if moved to near the shelter, there may be negative feedback.
- **Comment**
 - o Complaint: Curious if there are any plans to add another splash pad to the area. Rendezvous Park would be an excellent location for another.
 - o Staff Response: There are not currently plans for an additional splash pad but the suggestion is noted in the long term capital improvement plan as a request.
- **Complaints**
 - o Complaint: Not sure if anybody has ever mentioned this, but have you guys ever thought about updating the dugouts (no dugouts) and benches for the players at Eastwood Fields? Our 13 U team plays here and there's been numerous nights where rain comes or even the players look absolutely uncomfortable on the crooked tiny bench that is considered a dug out. Just thought I'd bring it to your attention. 😊😊



- Resolution:
- **Complaint:** Bolts missing from pavilion at Dakota Park.
 - o **Resolution:** Staff placed and secured new bolts as needed.
- **Complaint:** There are geese in the Northridge Way park. They leave a mess in people's lawns and make it challenging to sell a house.

- o **Resolution:** The Park District does not do animal control but noted that the ND Game and Fish or City of West Fargo would be some entities to contact with possible solutions.
- **Complaint:** Resident call concerned about tree branches overhanging the road near Riverside Park.
 - o **Resolution:** Staff removed any potential branches that were overhanging the road.
- **Complaint:** Resident called about a dead rabbit near a walking path in Elmwood.
 - o **Resolution:** Staff went to site and removed dead rabbit.
- **Complaint:** North Elmwood baseball users pointed out a wasp nest near one of the dugouts.
 - o **Resolution:** Staff located and removed nest. Check area for additional nests.
- **Complaint:** Resident report broken glass by a power pole in Charleswood.
 - o **Resolution:** Staff went to site and collected as much of the glass as they could find and pick up.
- **Complaint:** Resident complained about weekly mowing and the low height we mow at.
 - o **Resolution:** Staff responded with explanation of mowing schedule as well as indicated that mow height is at 3.75 inches.
- **Complaint:** Resident called on bridge in Rendezvous has a broken board.
 - o **Resolution:** Staff removed broken board and replaced it.
- **Complaint:** Pickleball player at Rendezvous courts noticed some silly string and charcoal in the pop machine and a bolt loosened on the shelter.
 - o **Resolution:** Staff cleaned up the pop machine and tightened the bolts as needed.
- **Complaint:** Resident called about broken glass in the shelter at Maple Ridge.
 - o **Resolution:** Staff went to site and collected all the glass they were able and did a general cleaning of the area as well.
-

Prepared By: West Fargo Park District Supervisory Staff

Date	Day	Opening Time	Session	Early Closure Time	Early Closure Reason	Temp	Attendance
1-Jul-26	Wednesday	1:00 PM	Session 1			79	117
1-Jul-26	Wednesday	5:00 PM	Session 2			84	56
2-Jul-26	Wednesday	10:00am	Morning	Closed at 11:40am	Lightning	71	61
2-Jul-26	Wednesday	12:00pm	Lap/ Adaptive	Closed	Lightning	71	
2-Jul-26	Thursday	1:00 PM	Session 1			76	54
2-Jul-26	Thursday	5:00 PM	Session 2			78	10
3-Jul-26	Friday	12:00pm	Lap/ Adaptive			76	1
3-Jul-26	Friday	1:00 PM	Session 1			83	90
3-Jul-26	Friday	5:00 PM	Session 2			85	38
4-Jul-26	Saturday	1:00 PM	Session 1			77	89
5-Jul-26	Sunday	1:00 PM	Session 1			84	210
6-Jul-26	Monday	12:00pm	Lap/ Adaptive			84	4
6-Jul-26	Monday	1:00 PM	Session 1	Closed at 3:30pm	Lightning	88	115
6-Jul-26	Monday	5:00 PM	Session 2	Closed	Lightning	86	
7-Jul-26	Tuesday	10:00am	Morning			78	9
7-Jul-26	Tuesday	12:00pm	Lap/ Adaptive			78	2
7-Jul-26	Tuesday	1:00 PM	Session 1			80	91
7-Jul-26	Tuesday	4:00pm	Cross Country			80	11
7-Jul-26	Tuesday	5:00 PM	Session 2	Closed at 6:30	Lightning	79	12
8-Jul-26	Wednesday	12:00pm	Lap/ Adaptive			72	0
8-Jul-26	Wednesday	1:00 PM	Session 1			73	170
8-Jul-26	Wednesday	5:00 PM	Session 2			77	32
9-Jul-26	Wednesday	10:00am	Morning			70	57
9-Jul-26	Wednesday	12:00pm	Lap/ Adaptive			81	5
9-Jul-26	Thursday	1:00 PM	Session 1			81	121
9-Jul-26	Thursday	5:00 PM	Session 2			80	86
10-Jul-26	Friday	12:00pm	Lap/ Adaptive			81	6
10-Jul-26	Friday	1:00 PM	Session 1			83	90
10-Jul-26	Friday	5:00 PM	Session 2			86	97
11-Jul-26	Saturday	1:00 PM	Session 1	Closed at 4:30	Code Brown	86	264
12-Jul-26	Sunday	1:00 PM	Session 1			90	302
13-Jul-26	Monday	12:00pm	Lap/ Adaptive			91	3
13-Jul-26	Monday	1:00 PM	Session 1			92	125
13-Jul-26	Monday	5:00 PM	Session 2			96	103
14-Jul-26	Tuesday	10:00am	Morning			82	56
14-Jul-26	Tuesday	12:00pm	Lap/ Adaptive			87	4
14-Jul-26	Tuesday	1:00 PM	Session 1			89	103
14-Jul-26	Tuesday	5:00 PM	Session 2			95	91
15-Jul-26	Wednesday	12:00pm	Lap/ Adaptive			87	3
15-Jul-26	Wednesday	1:00 PM	Session 1			88	113
15-Jul-26	Wednesday	5:00 PM	Session 2			88	98
16-Jul-26	Thursday	10:00am	Morning	Closed	Air Quality		
16-Jul-26	Thursday	12:00pm	Lap/ Adaptive	Closed	Air Quality		
16-Jul-26	Thursday	1:00 PM	Session 1	Closed	Air Quality		
16-Jul-26	Thursday	5:00 PM	Session 2	Closed	Air Quality		
17-Jul-26	Friday	12:00pm	Lap/ Adaptive			84	6
17-Jul-26	Friday	1:00 PM	Session 1	Closed	Air Quality		
17-Jul-26	Friday	5:00 PM	Session 2			83	28
18-Jul-26	Saturday	1:00 PM	Session 1			84	175
19-Jul-26	Sunday	1:00 PM	Session 1			87	169
20-Jul-26	Monday	12:00pm	Lap/ Adaptive			83	2
20-Jul-26	Monday	1:00 PM	Session 1			85	134
20-Jul-26	Monday	5:00 PM	Session 2	Closed	Blown fuse in pump room		
21-Jul-26	Tuesday	10:00am	Morning			68	2
21-Jul-26	Tuesday	12:00pm	Lap/ Adaptive			68	0
21-Jul-26	Tuesday	1:00 PM	Session 1			73	77
21-Jul-26	Tuesday	5:00 PM	Rec on the Go			78	873
22-Jul-26	Wednesday	12:00pm	Lap/ Adaptive			70	2
22-Jul-26	Wednesday	1:00 PM	Session 1			75	49
22-Jul-26	Wednesday	5:00 PM	Session 2			78	23
23-Jul-26	Thursday	10:00am	Morning			75	36
23-Jul-26	Thursday	12:00pm	Lap/ Adaptive			75	3
23-Jul-26	Thursday	1:00 PM	Session 1			79	175
23-Jul-26	Thursday	5:00 PM	Session 2			82	40
24-Jul-26	Friday	12:00pm	Lap/ Adaptive			76	3
24-Jul-26	Friday	1:00 PM	Session 1			80	152
24-Jul-26	Friday	5:00 PM	Session 2			89	44
25-Jul-26	Saturday	1:00 PM	Session 1			87	167
26-Jul-26	Sunday	1:00 PM	Session 1			94	218
27-Jul-26	Monday	12:00pm	Lap/ Adaptive			84	0
27-Jul-26	Monday	1:00 PM	Session 1			87	114
27-Jul-26	Monday	5:00 PM	Session 2	Closed at 5:45pm	Medical emergency	92	42
28-Jul-26	Tuesday	10:00am	Morning			81	9
28-Jul-26	Tuesday	12:00pm	Lap/ Adaptive			80	5
28-Jul-26	Tuesday	1:00 PM	Session 1			88	78
28-Jul-26	Tuesday	5:00 PM	Session 2			91	39
29-Jul-26	Wednesday	12:00pm	Lap/ Adaptive			91	4
29-Jul-26	Wednesday	1:00 PM	Session 1			95	143
29-Jul-26	Wednesday	5:00 PM	Session 2			96	97
30-Jul-26	Thursday	10:00am	Morning			78	64
30-Jul-26	Thursday	12:00pm	Lap/ Adaptive			86	5
30-Jul-26	Thursday	1:00 PM	Session 1	Closed	Lightning		
30-Jul-26	Thursday	5:00 PM	Session 2	Closed	Lightning		
31-Jul-26	Friday	12:00pm	Lap/ Adaptive			76	3
31-Jul-26	Friday	1:00 PM	Session 1			77	40
31-Jul-26	Friday	5:00 PM	Session 2			83	31
						Average	Total
July Total						82.17948718	5951

QUARTERLY REPORT



APRIL – JUNE 2026



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18. Safety Report

EXECUTIVE SUMMARY

Dear West Fargo Park Board and West Fargo Community,

The second quarter is where months of preparation turn into execution. Much of the work completed during the first part of the year is put to the test as activity centers reopen, athletic fields come online, seasonal staff are onboarded, recreation programs ramp up, and thousands of residents begin using our facilities each day. It is one of the busiest operational periods of the year, and I am incredibly proud of how our team rose to the challenge.

Throughout the quarter, we continued to see strong participation across our facilities, recreation programs, and community events. Those numbers are important, but what stands out even more is the work happening behind the scenes to make those experiences possible. Staff prepared athletic complexes for tournaments, opened seasonal facilities, completed hundreds of maintenance tasks, responded to vandalism, planted dozens of trees, and worked every day to ensure our parks remained clean, safe, and welcoming as community activity accelerated.

One of our priorities this year has been building a stronger, more data-driven organization. As departments continue tracking operational metrics, we are identifying opportunities to improve efficiency without sacrificing service while also creating the foundation needed for West Fargo's future. With the Red River Diversion moving closer to completion, our community is on the brink of significant growth, and the expectations placed on the Park District will continue to increase. Our responsibility is not simply to keep pace with that growth, but to prepare for it by building systems that help us make informed, strategic decisions.

We are already seeing the value of that approach. At Veterans Memorial Pool, for example, operational data showed an opportunity to improve how concessions were staffed. Last season, concessions were routinely staffed with two employees. This year, we transitioned to one dedicated concessions employee, with pool staff stepping in to assist during peak demand. The result has been a more efficient operation while maintaining the level of service our patrons expect. We anticipate many more improvements like this as we continue using data to guide decisions, strengthen operations, and ensure we are responsible stewards of the resources entrusted to us.

EXECUTIVE SUMMARY

As we move into the busiest months of the year, our focus remains clear: deliver exceptional experiences, care for the public assets entrusted to us, and continuously improve the way we serve our community. Whether that means making parks safer, operating more efficiently, or preparing for the next generation of growth in West Fargo, we remain committed to building an organization that is ready not only for today's needs, but for tomorrow's opportunities.

Thank you to our staff, volunteers, community partners, Park Board, and residents for your continued trust and support. It is a privilege to serve West Fargo, and I look forward to building on the momentum we established during the first half of 2026.

With appreciation,



Executive Director
West Fargo Park District

RUSTAD RECREATION CENTER

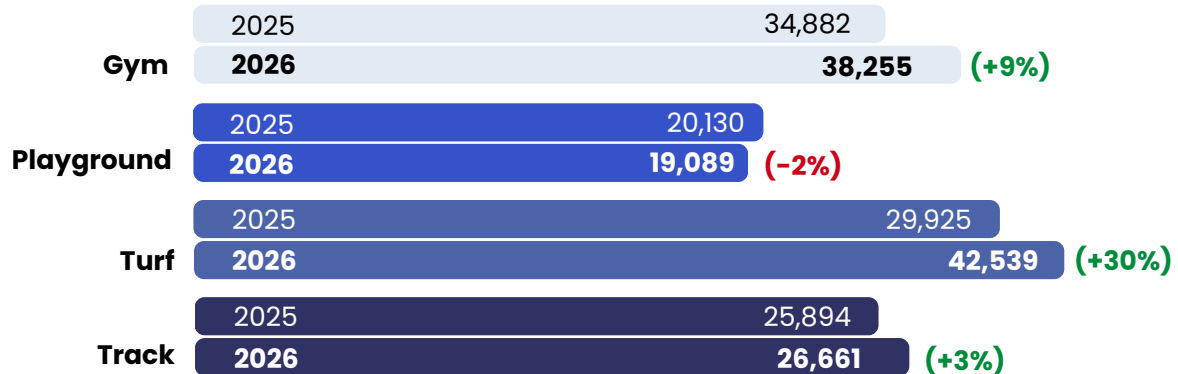
TOTAL PATRON ENTRIES:

Q2 2025
70,082

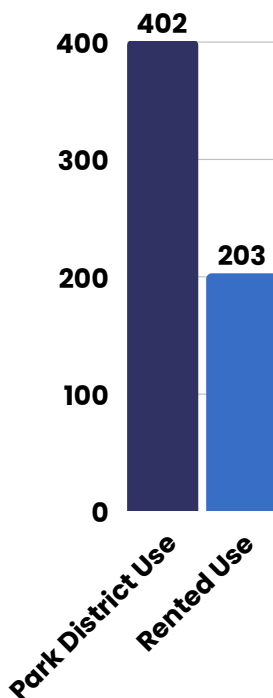
Q2 2026
74,746 (+6%)

VISITS BY FACILITY AREA

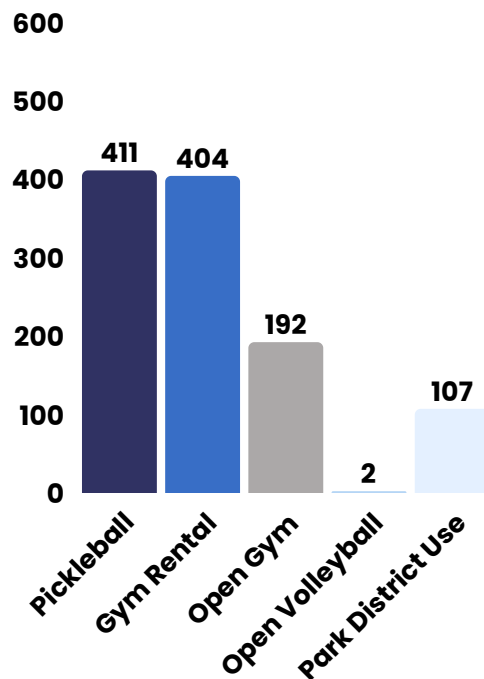
Includes Visits to Multiple Areas within Rustad



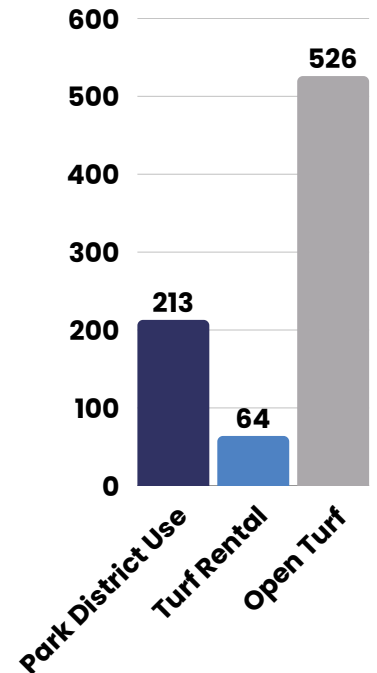
RENTED ROOM HOURS



RENTED GYM HOURS



RENTED TURF HOURS



RUSTAD RECREATION CENTER

STAFF HOURS

	2025	2026
RUSTAD PART-TIME HOURS	2,156	2,140
RUSTAD FULL-TIME STAFF OT	20	53.5
RUSTAD CONCESSIONS STAFFED HOURS	95	107.5

CONCESSIONS

	2025	2026
ORDERS	2,384	2,201
CONCESSIONS GROSS REV	\$13,793	\$14,833
VENDING MACHINE SALES	\$1,897	\$2,326

MAINTENANCE PROJECTS

- ✓ Cabinetry Remodel of the front office of the Recreation Office for the interns and in the Harvest Room to make room for an additional fridge.
- ✓ Frosted the windows of the Dakota Room and Recreation Offices.
- ✓ Installed a wireless door opener for the Rec Office doors.
- ✓ Repaired multiple HVAC issues.
- ✓ Repaired multiple door issues.
- ✓ Installed a new digital monitor for the weekly schedule.
- ✓ Installed an iPad to digitally monitor the task list for full- and part-time staff.

PUNCH CARDS SOLD

460

LOST REVENUE POTENTIAL

\$410

PLAYGROUND GROSS REVENUE



\$15,071

RUSTAD RECREATION CENTER

EXCLUSIVE PLAYGROUND PARTY

5 OF 5
0%

NON-EXCLUSIVE PLAYGROUND PARTY

42 OF 90
+28.5%

TOTAL PLAYGROUND PARTY REVENUE

\$15,650*

**Revenue not reported in Q2 2025*

INFLATABLE PARTY

82 OF 92
+2%

TOTAL INFLATABLE PARTY REVENUE

\$20,750
+3.6%

POOL PARTY

5 OF 62*

**Pool parties not offered in Q2 2025*

TOTAL POOL PARTY REVENUE

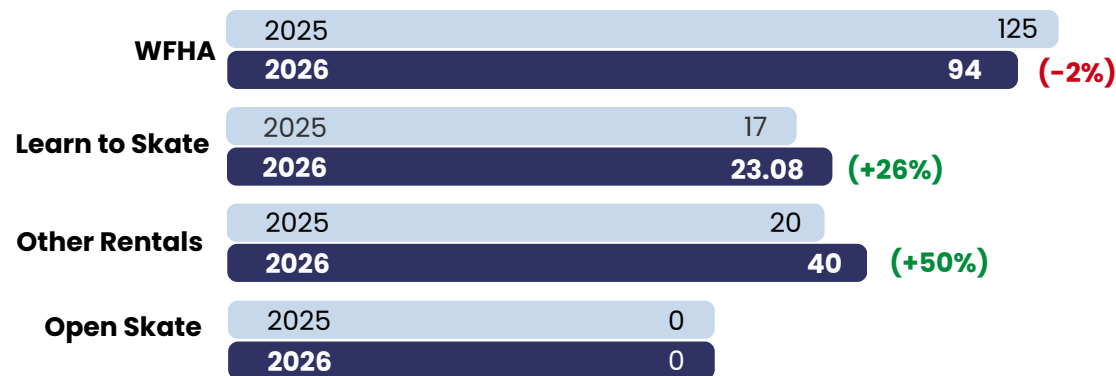
\$515*

**Pool parties not offered in Q2 2025*



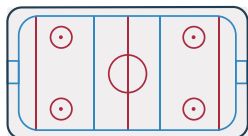
VETERANS MEMORIAL ARENA

2025-2026 ICE HOURS



TOTAL ICE HOURS

2025	162
2026	157.08



TOTAL ICE REVENUE

2025	\$23,925
2026	\$24,120



DRY FLOOR REVENUE

2025	\$14,517
2026	\$12,747



VETERANS MEMORIAL ARENA

STAFF HOURS

	2025	2026
VETS PART-TIME HOURS	634	518
VETS FULL-TIME STAFF OT	0	1.25
VETS CONCESSIONS STAFFED HOURS	274	150

CONCESSIONS

	2025	2026
ORDERS	1,862	1,652
CONCESSIONS GROSS REV	\$16,736	\$12,778
VENDING MACHINE SALES	\$688	\$273



MAINTENANCE PROJECTS

- ✓ Vets 2 walls repainted, boards and glass assembled, ice painted and installed
- ✓ Lobby hand dryer repaired under warranty
- ✓ Added glycol subfloor to meltpit heating system
- ✓ Started painting metal brackets for Vets 1 ceiling
- ✓ Started to refurbish two more hockey nets
- ✓ Deep cleaned rink glass and stanchions
- ✓ Roofing project continues to go well

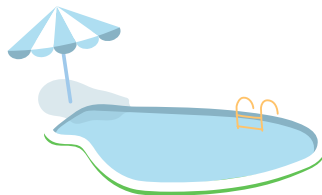
VETERANS MEMORIAL POOL

POOL ENTRIES



2025: 5,539
2026: 6,204

ADMISSIONS REVENUE



2025: \$30,472
2026: \$28,657*

**Revenue decreased due to increased group visits*

AVERAGE TEMPERATURE



77

STAFF HOURS

	2025	2026
POOL STAFFED HOURS	1,769.75	1,854
POOL STAFF WAGES	\$31,814	\$30,745
CONCESSIONS STAFFED HOURS	385.25	268.75
CONCESSIONS WAGES	\$5,746	\$2,469

CONCESSIONS

	2025	2026
ORDERS	2,048	1,999
CONCESSIONS GROSS REVENUE	\$10,653	\$13,369

DAYS OPEN

36



ACTIVITY CENTERS/SHELTERS

**TOTAL RENTALS
2025**

59 OF 287

**TOTAL RENTALS
2026**

71 OF 326

TOTAL RENTAL REVENUE

\$15,216

Rental Revenue not reported in Q2 2025.

MAPLEWOOD

14/91

15%

RIVER'S BEND

24/92

24%

ARMOUR

18/39

46%

SPLASH PAD GAZEBO

10/39

26%

SPLASH PAD

3/39

8%



NORTH ELMWOOD CONCESSIONS

	2025	2026
DAYS OPEN	23	25
CONCESSIONS SALES	\$12,931	\$15,750
ORDERS	2,478	2,538
PT STAFF HOURS	232	241.5
PT STAFF WAGES	\$3,512	\$3,589

SOUTH ELMWOOD CONCESSIONS

	2025	2026
DAYS OPEN	23	25
CONCESSIONS SALES	\$3,960	\$6,875
ORDERS	802	1,096
PT STAFF HOURS	116	112.5
PT STAFF WAGES	\$1,788	\$1,768

PARK MAINTENANCE



**13.5" SNOWFALL TOTAL
6" RAIN TOTAL**



**29 MEMORIAL TREES
PLANTED**



**18 PLAYGROUND
INSPECTIONS**



**2,877,169 TOTAL PARK
DISTRICT WATER USED**



**3 REPORTED ACTS OF
VANDALISM**



**73 TREES PLANTED
36 TREES REMOVED
48 TREES TREATED**



**1,511,911 ATHLETIC FIELD
IRRIGATION WATER USE**



2,930 ACRES MOWED



**633.5 50-POUND BAGS
OF FERTILIZER APPLIED**



**69 APPLIED ACRES OF
HERBICIDE**



SEASONAL STAFF HOURS

3,637

STAFF OVERTIME HOURS

	2025	2026
FULL-TIME OT HOURS	63	92.2
FORESTRY	6.5	16
ATHLETIC	56.5	39.75
FLEET	0	2
GENERAL	0	34.5

PARK MAINTENANCE

COMPLETED PROJECTS

ATHLETIC FIELDS

- ✓ WFPS JV Baseball and Lacrosse Tournaments
- ✓ West Fargo Baseball Tourney (9U, 10U, 11U, 12U, 14U)
- ✓ Tri City Soccer Tournament
- ✓ WF Softball Tournament
- ✓ 9U Turf Classic
- ✓ Independent rental at WF Soccer complex
- ✓ Young, Exchange Club, Elmwood 1-2, Elmwood 3-7, Erbstoesser, Service Club 1-4, Meadowridge, Rendezvous 1-6 Startups
- ✓ Exchange Batting Cages Fixed
- ✓ Young Cages Tear Down/Partial Put-up
- ✓ Rendezvous Batting Cage Setup
- ✓ Soccer Startup and Lacrosse Startup
- ✓ Exchange Field Mound Repair
- ✓ General Parks Soccer net start up
- ✓ South Elmwood batting cages tear down, repair and place up

PARKS

- ✓ Brooks Harbor School playground zip line and merry go round repaired
- ✓ River's Bend Xylophone repaired
- ✓ Outdoor bathrooms and drinking fountains opened
- ✓ Water line at Young Field bathroom repaired
- ✓ Specialty sign installed
- ✓ Tintes Activity Center and Elmwood Concession Stand painted
- ✓ Siding repair and paint at Armour Activitiy Center
- ✓ WF Soccer Complex broken line repaired
- ✓ Seasonal repairs and activation of irrigation at parks and athletic fields
- ✓ Removed peanut butter from Brooks Harbor playground
- ✓ Rendezvous 5&6 irrigation repaired
- ✓ Electical access installed in Elmwood
- ✓ Sign pole installed

FORESTRY

- ✓ Stump Grinding
- ✓ Young Field Debranching
- ✓ Shelter Belt Grant Prep
- ✓ South Elmwood Shelterbelt clean up
- ✓ 3 trees removed from Young Field for EAB Response Plan
- ✓ EAB preventive removal South Elmwood
- ✓ Planted trees at Rendezvous, Elmwood, Old Shadow Wood, River's Bend, Maplewood, Rustad, EAB Removals in South Elmwood
- ✓ Planted 2 Memorial Trees
- ✓ Planted trees in Pinewood, Charleswood, Rendezvous, South Elmwood, and Cloverleaf
- ✓ Removed trees from Rendezvous, Rustad, and South Elmwood

FLEET

- ✓ Starting issue fixed
- ✓ Completed yearly maintenance and inspections
- ✓ Grandstand summer prep
- ✓ Installed new tires
- ✓ TPMS Senors
- ✓ Recall on pickups
- ✓ Repaired 7 pin wire harness and install straps
- ✓ Trailer light repair, shock repaired, inspect brake noise
- ✓ Mower deck repair
- ✓ Added trailer lock

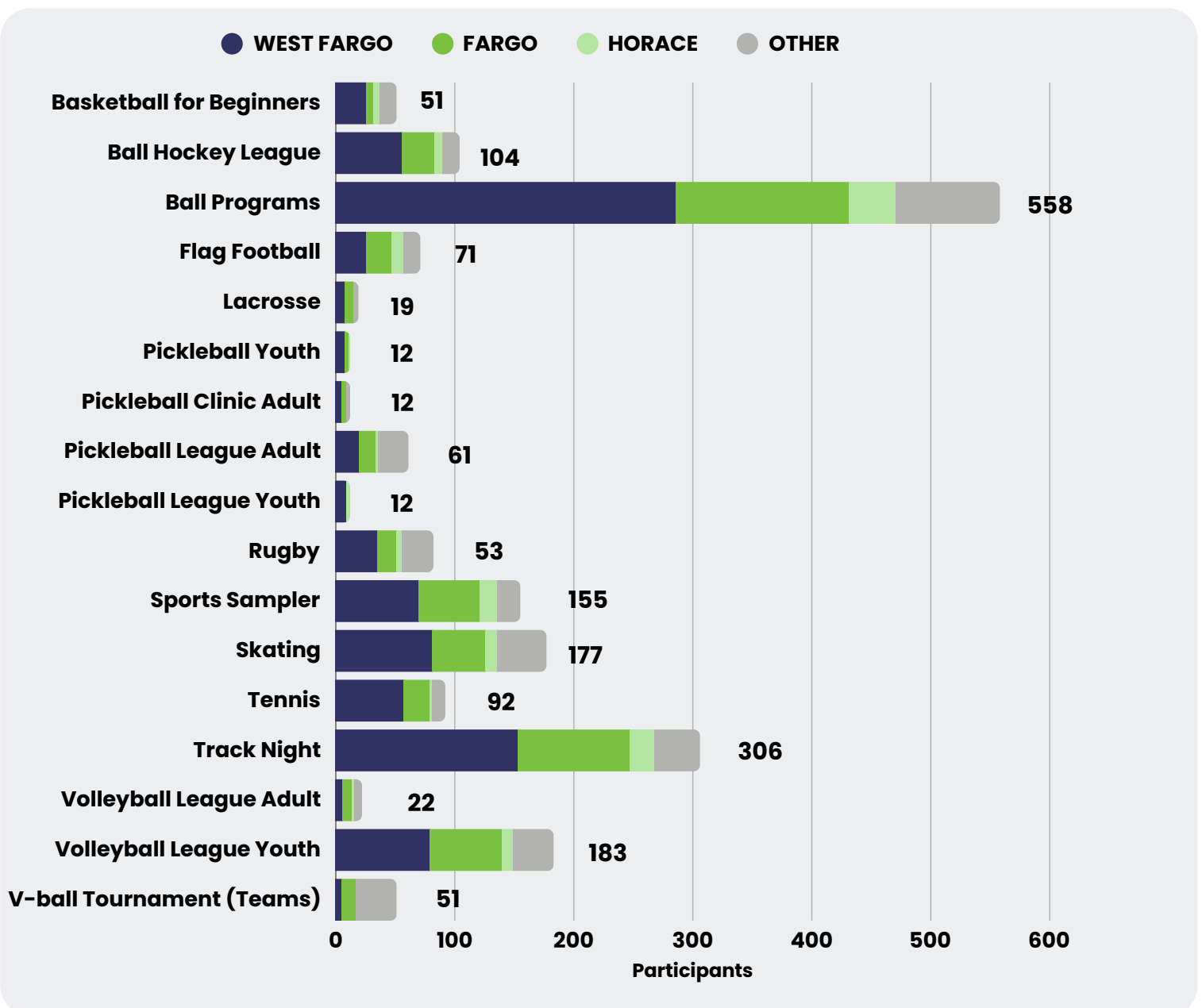
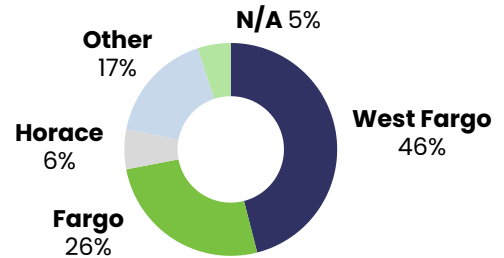
RECREATION PROGRAMS

Q2 TOTAL PARTICIPANTS



2,005
+7%

BREAKDOWN BY CITY



SPECIAL EVENTS

EVENTS	DATE	ATTENDANCE	SPONSORSHIP	VENDORS
RUMMAGE SALE	APRIL 19	2,600	N/A	107
KIDS TO PARKS DAY SCAVENGER HUNT	MAY 12	23 TEAMS	N/A	N/A
WALK IN THE PARK	MAY 27	265	\$3,000	12
SR EXTRAVAGANZA	JUNE 4	220	N/A	44
BARK IN THE PARK	JUNE 9	175	N/A	25
REC ON THE GO: BOOTS N BANDANAS	JUNE 23	500	\$2,000	4
TOTAL		3,852 +1,092	\$5,000 +\$1,200	192 +8



MARKETING

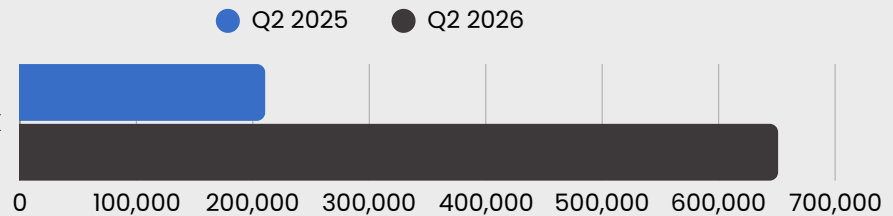
FACEBOOK

TOTAL VIEWS

651,062

+68%

FACEBOOK



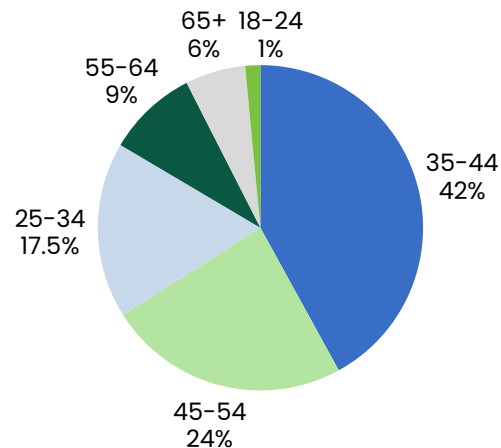
ENGAGEMENT

30,800

+66%

Likes, Comments,
Shares, Clicks

BREAKDOWN BY AGE



NEW FOLLOWERS

+259

13,359 Total

TOP POSTS

Rummage Sale



VIEWS: 111,394
ENGAGEMENT: 4,922

Pickleball Open



VIEWS: 82,390
ENGAGEMENT: 2,552

Armour Trail Opening



VIEWS: 74,558
ENGAGEMENT: 4,976

Elmwood Tree Shelter



VIEWS: 43,345
ENGAGEMENT: 3,577

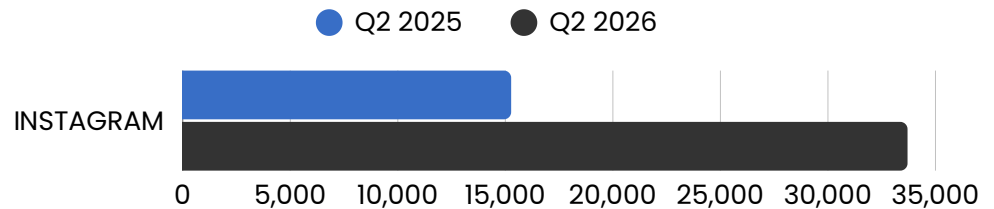
MARKETING

INSTAGRAM

TOTAL VIEWS

33,701

+53%

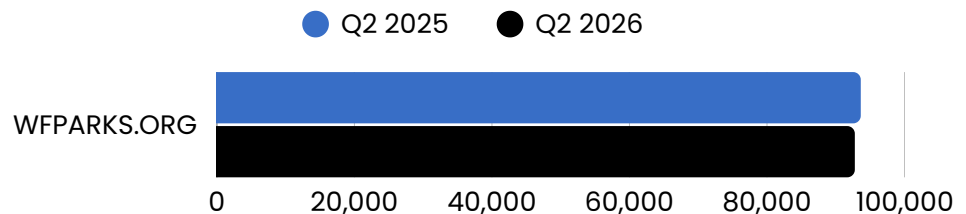


GOOGLE ANALYTICS

TOTAL WEBSITE VISITS

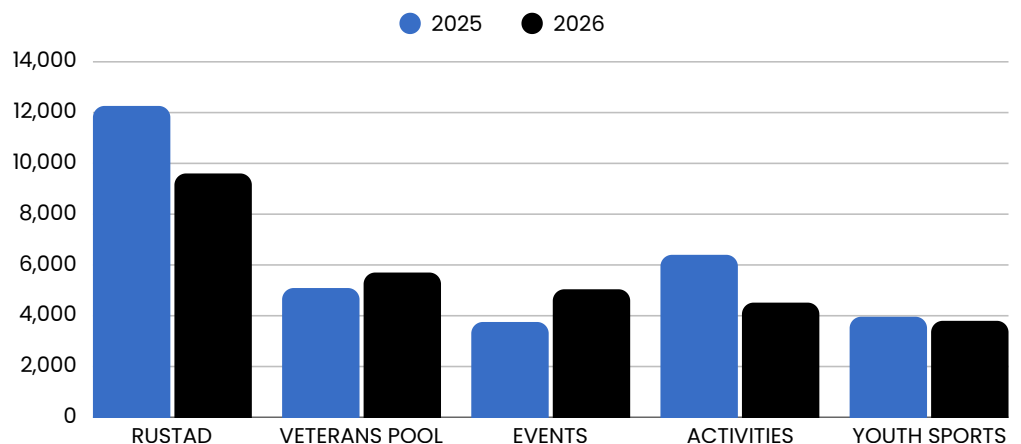
92,775

-1%



MOST VISITED PAGES

- Rustad Rec Center
- Veterans Pool
- Events
- Activities
- Youth Sports



SAFETY REPORT

SAFETY NOTES

The new safety training system has been working well. Tommy Gate Lifts have been installed on the vehicles and have already been helping staff.



13

INCIDENT REPORTS



4

EMPLOYEE INJURIES

No serious injuries or medical treatment required.



9

PUBLIC INCIDENT REPORTS



12

DEPARTMENT SAFETY TRAININGS

