

Wahpeton Park Board Minutes

October 22, 2025

Pursuant to due call and notice thereof, a regular meeting of the Wahpeton Park Board was held on Wednesday, October 22, 2025, at 5:15 pm at the Community Center in Wahpeton, North Dakota.

Commissioners present: Hatting, Formanek, Watson, Gripentrog, Tobias.

Staff present: Brad Edwardson - Director of Parks and Recreation, Katie Nelson – Recreation Manager, Park Board Clerk- Connie Metcalf.

Meeting was called to order by Park Board President Watson.

Citizen's Request: Chris DeVries -discussed Holiday Parade route through park.

Approval of Minutes:

*Motion by Tobias to approve the Park Board regular meeting minutes from September 17, 2025, seconded by Gripentrog. MC 5-0.

Reports from Commissioners, Officers and Committees:

Director of Parks and Recreation:

City voted to give Park Board 250K to help with zoo payroll this winter.

PB will give them a monthly update to see zoo 's progress.

Discussed buying the Opera House for fundraising for the zoo.

*Motion by Formanek seconded by Hatting to pursue more information on purchasing the opera house. MC 5-0.

Meet with city about JPA signature. Hold up is NDSCS does not want to be charged to use any park and city facilities.

City and Park will have a meeting soon regarding next steps.

Hire an HR person to take over benefits and payroll. Brittany Myhra has shown interest and has financial background. She previously worked at the zoo.

Zoo Director:

Helping to establish annual budget. Zoo Board will approve then submit to Business Manager to the Park Board for final approval. Zoo Board will justify for newly created positions and submit to PB for final approval. Filling vacancies for budgeted positions does not need to be approved by PB.

Final approval of major equipment and animals. Zoo Board will submit report to PB for final approval. Financials will run through the PB account. Zoo budget will be set up under the PB budget and will be separated out for reporting purposes.

Park staff will operate payroll and HR for all park and zoo staff.

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Reports from Commissioners and Committees:

Maintenance / Planning Committee: Brad

Quote for Hughes shelter flooring.

Quote for maintenance shop roofing.

Park is winterized for season.

Bobcat UW in shop for repairs.

*Motion by Hatting to trade-in Bobcat UW, seconded by Tobias. MC. 5-0.

Planning:

Buildings:

Grounds: Need drawings for dugouts.

Requested a quote from Moderow Construction for concrete for cages and dugouts.

Other: Opera House purchase info.

Personnel/Finance Committee:

Personnel: Would like PB approval to add a HR position.

*Motion by Hatting seconded by Tobias to approve a HR position. MC 5-0.

Finance:

- End of month balances
 - Park Board \$473,775.75.
 - Park and Rec Foundation \$69,860.02.
- Other Assets
 - Bell CD - \$110,160.09.
 - Bell Money Market- \$27,590.36.
 - BMO Money Market - \$36,607.65.
 - Edward Jones - \$7,922.25.
 - RJ Hughes – Trust (US Bank)-\$128,107.05.
 - Fleenor Trust (BMO) \$107,997.07
 - Zoo Debt - \$379,405.42 (2024 balance)

- Budget Review

Major expenses –

JSR restrooms- \$2,400.00.

Kidder Campground expansion - \$20,000.00

City approved funding zoo payroll for 6 months (up to 250K)

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Recreation: Katie

Programs went well this Fall. A Few new programs added.

Rec Camp went very well for first time.

Interested possibly in starting a girl's flag football program.

Asked about Dr. Dish to replace old one. Commissioner Watson said to upgrade to another one.

Approve committee reports.

*Motion by Formanek, seconded by Tobias to approve committee reports. MC 4-0.

Scheduled Committee meetings:

- **Maintenance / Planning Committee** – Thursday November 13,2025, – 12 pm – Park Shop.
- **Personnel / Finance Committee** – Wednesday, November 12, 2025 - 12:00 – 12:40 PM WCC.
- **Recreation Committee** – Wednesday, November 12, 2025 - 12:40-1PM – WCC.
- **Zoo Committee-**
- **HOR committee -**

Commissioner's Requests: none

Financial Reports:

- Financial reports available.
- Monthly bills submitted.

***Tobias** motioned to approve financial reports and approve Park Board bills, seconded by Hatting. . MC. 4-0.

Unfinished / New Business: (100% approval for vote consideration).

Date of Next meeting: Wednesday, September 17,2025- 5:15 PM – Wahpeton Community Center.

Adjournment.

*Tobias motioned to adjourn. Second by Hatting. MC 4-0.

Brian Watson, Park Board President

Connie Metcalf, Park Board Clerk