

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF PARKS & RECREATION WAS HELD AT 5:30 P.M. DECEMBER 21, 2021 AT THE WARC.

PRESENT: Owens, Heller, Axtman, Liffbrig, Larson

ABSENT:

OTHERS: Krueger, Lynner, Blume, Moore, Egge, Stillwell, Matlak, Alex Kitchens, Shanahan, and guests

Larson called meeting to order.

No correspondence or citizens to be heard.

MOTION by Axtman, SECONDED by Heller, we approve the minutes of the previous meeting as received.

MOTION CARRIED.

MOTION by Owens, SECONDED by Axtman, we approve Park Dist. bills and Boys Baseball bills. ROLL CALL AYE: Owens, Heller, Axtman, Liffbrig, Larson. NAY: None. ABSENT: None.

MOTION by Owens, SECONDED by Axtman, we approve Park Dist. Financial statement and Boys Baseball financial overview. ROLL CALL AYE: Owens, Heller, Axtman, Larson. NAY: Liffbrig. ABSENT: None.

EXECUTIVE DIRECTORS REPORT –

1. Keel Boat reservations are open for the 2022 year
2. WPRD Foundation will be doing "Giving Hearts Day" in February. New board: President Lori Amsden, Vice President Sommer Bjerknes
3. New Hires. 2 into the Parks Department Chris Houle and Ben Dunn
4. Joe Barsh and Shawn Egge have been promoted due to the great job they are doing.
5. Huge thanks to the Parks crew from the community for their efforts at the Holiday Lights Drive.
6. Raymond Center is very busy with programs.
7. Sea Lions will partner up with WPRD for a fundraising event.
8. Big events. Festival of Trees, Sea Lions Meet, and the Ballin Tournament went very well for the size of events they were. Kudos to the maintenance department for keeping up with the building.
9. Shane from Go Get Fred came in to assess the pool and the issues that we have been facing. Struggling to get the Pool Company and Associated Pools here. Waiting on prices and final reports. Tentative fix may be August. The 50m pool with possibly require a putty so that it doesn't have to be drained. Heller asked about liability issues and Krueger assured we are okay.
10. Shaleena Layton, Brandy Wilson, and Sarah Heise got their lifeguard teaching certifications. We can now resume training new lifeguards.
11. Rec staffs has been doing a great job. Nice work with the Ballin' Tournament.
12. Group Fitness numbers are going up! Boot Camp, Youth Boot Camp, and Women and Weights had some nice numbers.
13. Finances are looking good and we had a profit in November. Kudos to staff for doing what they could to help out.

OLD BUSINESS –

- a. Airport Property Redevelopment. No meetings, no update.

NEW BUSINESS –

2020 WPRD Audit. Barb from Eide Baily is here to give us a report. Page 2 question from Liffrig, were financial statements all prepared? Barb responded and said she would answer within the report. Page 3, Title Correction of an Error, she states that the WPRD Foundation should be separate from the WPRD audit. “Component Unit” is for the Foundation so it is by itself because it is a separate organization which will show on page 5. Page 23, written by the Park District, recorded some concerns such as COVID causing a closure, the price drop in oil which caused the drop in Sales Tax Revenue, and the State of ND Sales Tax Rebate Credit which was a payback of 2.8 million dollars. Due to these they cut educational budget, didn’t hire, no raises, and negotiated with the city for the repayment plan. Page 22, talks more about the Sales Tax Rebate. 2 large decreases to the revenue and 1 large increase to the expenses, which made the footnotes necessary. Barb wants to clear up why there has been some confusion on the reports. She explained the reasons for the differences between this year and last year. Sometimes people look at the net position, but there is a certain part that is restricted for your debt. Page 7 will show what we have as spendable money that is saved in the Trust. Page 7 shows they breakdown of how monies are spent. Page 9 shows the 1% sales tax that was approved by the city. You are able to see the impact on the Park District from last year to this year from the 3 big hits WPRD took. Reminder, when Barb says this year she is talking about the year 2020. Page 21, pointed out partial redemptions that were used and came out of the Debt Service Fund. Page 24, basically a repeat of the big items. Memberships down, sales tax not as high as the previous year, and the large amount for the rebate. Page 28, include recommendations. #1 and #3 are fairly common for an organization of our size. “Reconciliation of Services Provided” is very helpful. Our staff does a good job of recording expenses and such. “Payroll Process” controls could be a little better and these were changed immediately so it has been resolved. “Foundation” that they didn’t have documentation for some of these transactions and this has also been worked on so it should go away for next year. “Bank Reconciliation” is the last recommendation, there were differences and Heise needed help working on some of these as well as working with Banyon. These are being worked on. Barb asked for any further questions... Liffrig asked for a bid on completion of this audit or any additional bills due to things that we did not get done on our part? Krueger will get him those numbers. Krueger states no one is at fault for delay, but did state that Banyon & our server has caused some issues. Barb confirmed that Banyon has caused issues. Heller asked, “have we made good strides?” The Foundation correction did take a significant amount of time. Barb stated our computer system is causing you extra time. And auditing footnotes which require extra reviews. Heller asked, if our computer system is that bad, how much effort do we need to do to fix it? Is there a better option? Barb has ongoing conversations with Heise so they are looking at getting them cleaned up. Heller asked for a recommendation for a software program. She has a technology group that could help. Krueger stated that the server has been replaced so this next year should be better, but Banyon is still bad. Liffrig asked if Heise’s response was in a timely manner when he was asked for reports? Barb said she got the information timely, but maybe sometimes it was not exactly what they wanted and had to be more specific but overall yes it was good. MOTION by Owens, SECONDED by Axtman, we accept the 2020 Financial Audit. ROLL CALL AYE: Owens, Heller, Axtman, Liffrig, Larson. NAY: None ABSENT: None.

Sales Tax Rebate to the City. A “Performance Analysis” will be done by Eide Baily. Upon completion the city is willing to look at extending the balloon payment. This will be a report of the last 5 years and the future 5 years of the finances. Liffrig asked on the proposal, Krueger said they asked to extend the

balloon payment for 24 months. If the city approves an extension, we will come back to the board for approval. We will not know until we get the Performance Analysis finished and presented to the City.

2022 Updated WPRD Operations Budget. Krueger was happy to report that we are on track, increasing revenues, decreasing expenses. The updated 2022 Operations budget is at a breakeven point. The loss shown is the sales tax rebate payments. The hope is to break even if we can extend those and sales tax goes up just a little bit in 2022, which we will be happy with after the last 2 years we have gone through.

2021 Executive Director Annual Review. Scores were compiled and the review was given. He was scored "Exceptional" by the Park Board. MOTION by Axtman, SECONDED by Owens, to approve the review. ROLL CALL AYE: Owens, Axtman, Larson. NAY: Heller, Liffrig ABSENT: None.

2022 Executive Director Annual Raise. Larson recommends a 3% raise for Krueger. MOTION by Owens, SECONDED by Axtman, to approve a 3% raise for Executive Director Darin Krueger. ROLL CALL AYE: Owens, Axtman, Larson. NAY: Heller, Liffrig ABSENT: None. Liffrig asked who got an additional raise? Krueger stated that all staff had 3% raises and any staff that had promotions during the year had salary adjustments made during the year or at year end. Egge stated he received a promotion and salary adjustment.

2021 Voided Checks. MOTION by Owens, SECONDED by Axtman, to approve the 2021 voided checks. ROLL CALL AYE: Owens, Heller, Axtman, Liffrig, Larson. NAY: None. ABSENT: None.

2022 Meeting Dates. MOTION by Owens, SECONDED by Axtman, to approve the 2022 Meeting Dates. Motion carried. Meeting dates are in the packet. The August date has been adjusted due to the Babe Ruth World Series being during the normal 3rd Tuesday of the month.

ONE PASS Program. Lois Reiersen is our guest. Her role is to help seniors navigate the Medicare/Medica programs. She is an advocate for seniors. She wants the ARC to be on board with the newest programs that could provide free or low-cost services. She has approached Krueger in the past with programs, but Lois stated that Krueger stated that he was not interested. Lois reached out and was told they were working on another program for seniors, which she did not see. For 2022, One Pass Fitness Program was the new provider that took place of Silver Sneakers. She stressed many seniors do not have the means to come to the ARC. She reached out to Krueger in October, to see if WPRD/ARC would participate in the program. Krueger and Lynner checked on it and were told by NICHHA that yes, ONEPASS will be active January 1, 2022. Krueger let Lois know that WPRD/ARC will be providing this with NICHHA on January 1, 2022. In early December, Lois checked back with Krueger because the ARC was not listed as of yet as a ONE PASS facility. Krueger and Lynner reached back out to NICHHA and were told NICHHA had decided to NOT participate with ONE PASS. Lynner reached out to ONEPASS and received email stating they will reach out to WPRD in the next 3 weeks. Lois is concerned this will be past the enrollment date for the ARC. Krueger stated we don't know anything about the program, and we are struggling to get information on it. We thought we were good to go in October, found out 4 days ago we are not. Reached out to NICHHA and ONE PASS and waiting for information before we can make a decision. We don't know anything about this program. She is asking the board to publicly support the seniors in Williston in getting this service. Krueger apologized for any miscommunications and thanks her for advocating for seniors. Krueger explained his process and they are doing research to get it to work. Jess stressed that this program doesn't guarantee WPRD being reimbursed. Lois asked, what does it hurt if these members get in free? It should be a public service for seniors Jess said she will continue to gather more information. Liffrig said the 14 facilities in Bismarck and many in Dickinson are

part of the ONEPASS and he will give Lynner a contact who works with this program at West River in Dickinson.

CORRESPONDENCE –

Thank you from the Mann family for holding the Memorial Service and a thank you from Justin Madison for a great job done on the Ballin' Basketball Tournament.

MOTION by Owens SECONDED by Heller the meeting adjourn.

MOTION CARRIED.

ATTEST: Mackenzie Blume, Director of Communications and Customer Service