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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Amy Walters, Director

SUBJECT: Board Meeting – Monday, February 14, 2022 4:00PM

- I. Call to Order**
- II. Welcome of Guests and Recognition**
- III. Additions or Deletions to Agenda**
- IV. Minutes of the Previous Meeting**
- V. Financial Report**
 - A. Monthly Bills**
 - B. Financial Statement**
- VI. Old Business**
- VII. New Business**
 - A. 2020 Audit Report – Brady Martz**
 - B. Employee Handbook Revisions**
 - C. Hockey Booster Board ATM Agreement**
 - D. Public Communication Policy**
 - E. Mission Statement – Values Revision**
- VIII. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- IX. Adjournment**

Next:
Board Meeting Monday, March 14, 2022

Jamestown Parks & Recreation Department Meetings will follow Roberts Rules of Order

MINUTES OF THE REGULAR BOARD MEETING DATED February 14, 2022

PRESENT: Chairperson Mindi Schmitz, Ron Olson, Mike Landscoot, Mike Soulis-via phone

ABSENT: Mark Ukestad

OTHERS: Amy Walters–Executive Director, Bonnie Ukestad, Junior Kautz, Boya Quichocho, Jim Speidel, Dennis Kelstrom, Erik Laber – City Forester, Mindy Piatz – Brady, Martz and Associates, P.C.

Chairperson Mindi Schmitz called the meeting to order at 4:00pm.

No additions or deletions to agenda.

Ron Olson made a motion to approve the January 10, 2022 regular meeting minutes. Mike Landscoot seconded. All approved.

Mike Landscoot made a motion to approve the Financial Report. Ron Olson seconded. All approved.

OLD BUSINESS:

None

NEW BUSINESS:

2020 Audit Report: The 2020 Audit was included with the board packet. Mindy Piatz with Brady, Martz and Associates, P.C. explained the audit. Their responsibility is to express opinions on the financial statements. Governmental Activities – Qualified opinion; properly recorded except for one item, pension with the city of Jamestown does not follow GAP. General Fund, Special Assessment Fund, Facilities Fund and Debt Service Fund – Unmodified opinion; this is highest level of assurance. Mindi Schmitz motioned to approve the 2020 Audit Report as presented Ron Olson seconded. All approved.

Employee Handbook Revisions: Management team performed annual review of the employee handbook. Proposed revisions were included in board packet. Changes were minimal i.e.; adding temporary remote work policy to the handbook as this was approved by the board of commissioners 09/2020, updating part-time employee pass section (board approved 12/2021), Director to Executive Director. Mike Landscoot motioned to approve revisions to the Employee Handbook as presented. Mindi Schmitz seconded. All approved.

Hockey Booster Board ATM Agreement: Amy Walters presented an updated version of the ATM agreement between JPRD and the Hockey Boosters. Ron Olson made a motion to approve the Letter of Agreement between Jamestown Parks and Recreation District and the Jamestown Hockey Boosters to provide an ATM. Mike Soulis seconded. All approved.

Public Communication Policy: Amy Walters presented a draft communication policy to receive communication from the public at the Jamestown Parks and Recreation District Board of Commissioners meetings. Public Communication will be inserted between II. & III. on the agenda with the policy statement. Mike Soulis made a motion to approve the Public Communication Policy as presented. Ron Olson seconded. All approved.

Mission Statement – Values Revision: Amy Walters shared with the board the work of the management team to update and create an organizational Mission Statement and Values. Proposed

mission statement: The Jamestown Parks and Recreation District is committed to offering quality recreational opportunities and services to make the community the best place to live and play. Wanting feedback from board regarding next steps. Board recommends the management team continue the process.

REPORTS:

Written reports were submitted.


Amy Walters – Executive Director; Managers are not required to be at the meeting unless there is a specific agenda item. Highlights;

- Developing marketing plan
- NDRPA Facility Renovation Grant 1:1 match will request dollars for Al Boelke Baseball Complex updates, Bunker HVAC, netting 1st base line at Jack Brown Stadium
- Gathering list for selling old equipment
- Forestry Agreement with City of Jamestown – Amy working with Sarah Helleckson and Erik Laber to update agreement
- Working on Executive Director formal evaluation

Ron Olson motioned to adjourn. Mindi Schmitz seconded. All approved. Adjourned meeting at 4:58pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON