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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Amy Walters, Executive Director

SUBJECT: Board Meeting – Monday, October 10, 2022 4:00PM

- I. Call to Order**
- II. Welcome of Guests and Recognition**
- III. Public Communication**
- IV. Additions or Deletions to Agenda**
- V. Minutes of the Previous Meeting**
- VI. Financial Report**
 - A. Monthly Bills**
 - B. Financial Statement**
- VII. Old Business**
 - A. MOU with National Audubon Society-Audubon Dakota- for Urban Woods & Prairies Initiative (buckthorn removal)**
 - B. Quarterly Strategic Plan Update**
- VIII. New Business**
 - A. 2021 Audit Report**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

Next: Board Meeting Monday, November 14, 2022

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

“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.”

Public Communication Policy

A scheduled time for public participation has been placed on the agenda at Jamestown Parks and Recreation Board of Commissioners general meetings. The Board desires to hear the viewpoints of citizens throughout the district. Individuals wishing to address the Board are requested to make arrangements with the Board President or the Executive Director prior to the meeting. Comments should be made to the Board and not to individuals in the audience and be related to Park District operations and programs. The Board will not hear personal complaints against any person connected with the park district. Comments must address topics that are on the agenda. If a citizen would like to add a topic to the park board agenda, arrangements must be made in advance with the Director or Park Board President. The Board reserves the right to eliminate or restrict the time allowed for public participation. The Board requests that comments are limited to three (3) minutes or less. Groups of individuals addressing a common concern are asked to designate one spokesperson.

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MINUTES OF THE REGULAR BOARD MEETING DATED October 10, 2022

PRESENT: Chairperson Mindi Schmitz, Mark Ukestad, Mike Landscoot, Mike Soulis

ABSENT: Ron Olson

OTHERS: Amy Walters–Executive Director, Bonnie Ukestad, Junior Kautz, Boya Quichocho, Erik Laber – City Forester, Mindy Piatz – Brady, Martz & Associates via zoom

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

No Public communication. No additions or deletions to agenda. Mindi Schmitz requested to move 2021 Audit Report under New Business to the beginning of meeting after approving minutes as Mindy Piatz will present 2021 Audit Report via zoom.

Mark Ukestad made a motion to approve the September 12, 2022 regular meeting minutes and September 12, 2022 special meeting minutes. Mike Soulis seconded. All approved.

NEW BUSINESS:

2021 Audit Report. Mindy Piatz with Brady, Martz & Associates highlighted the Audit Report and Management Letter that were handed out. 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. Four material weaknesses were noted (same weaknesses as last year although there were 6, 2 of those came off):

1. Auditor prepared financial statements – common, would need to hire outside CPA and could still end up a material weakness.
2. Auditor proposed material journal entries – adjusting entries were suggested during audit. Need to enter adjusting entries. Potentially could come off unless other entries needed.
3. Improper segregation of duties – number of staff makes it difficult to completely segregate. Working on this with new software that allows for approval of packets. Audit reminds board to review bills, financial reports and general fund cash balances at monthly meetings.
4. Time keeping software discrepancies – New software was implemented during the year audited so it stayed on from last year and will come off next year.

Management Letter lists items for improvement:

1. Journal entries do not have proper review – new software allows Ann & Bonnie to approve each others entries which they are doing in 2022
2. Fraud assessment risk needs to be completed by management. Working on this.
3. Principal & Interest should be recorded in separate general ledger accounts. This has been separated in 2022.
4. No review process over utility payments – implementing approval process during payables.

Mike Soulis motioned to approve the 2021 Audit Report as presented Mark Ukestad seconded. All approved.

Resumed regular order of meeting.

Mark Ukestad made a motion to approve the bills and financial report. Mike Landscoot seconded. All approved.

OLD BUSINESS:

MOU with National Audubon Society-Audubon Dakota- for Urban Woods & Prairies Initiative (buckthorn removal): Revised MOU was included with board packet. The revision was requested by the city and included adding phases and language for approval. City has signed off on the changes. Mindi Schmitz made a motion to sign the MOU with Audubon Dakota to move forward with invasive species removal on Jamestown Parks and Recreation land. Mike Soulis seconded. All approved.

Quarterly Strategic Plan Update: Amy Walters reviewed Jamestown Parks and Recreation 2021-2023 Strategic Plan 2022 Priorities that was included in board packet;

- Conduct a facility and equipment evaluation to create an annual maintenance and improvement plan – included in 2023 budget.
- Move forward with outdoor restroom project based upon available funding – work to begin this fall prioritizing HC softball, JBS and McElroy Softball. With HC soccer, Nickeus and Klaus parks to follow.
- Facilitate conversations with user groups (soccer, softball, and baseball) to determine facility needs – continuing meetings and will be sending out a questionnaire to be included in annual report.
- Continue to meet with Skate Park planning committee to develop plan for updates – have not met since June.
- Complete site work needed to install outdoor ice rinks at McElroy Park and Meidinger Park – old wooden boards removed at both. Fill and leveled at McElroy and installing new boards now. Meidinger – evaluating direction and location of rink.
- Evaluate current programs and measure against industry key performance indicators – no update.
- Identify and hold new programs that have been proven successful in other communities - scheduled Pre-Kicks (Oct 3), Pound for Pink (Oct 15), Run Now, Gobble Later 3K and 5K (Nov 23), Festival of Trees (Dec 2), Grinch Grind (Dec 3), Pictures with Santa (Dec 11), Snow Castle Competition (Feb 4)
- Identify job tasks for all employees and evaluate areas of strength and deficiency – standard evaluation adopted at manager’s meeting to be used for all staff to complete to be eligible for annual increase.
- Develop consistent job description format and utilize for all employees – done.
- Complete salary study of JPRD positions in comparison to other Parks and Recreation departments and similar organizations in Jamestown – done.

NEW BUSINESS:

2021 Audit Report: Amy reported the completion of the 2021 Audit is the final year of the 3-year contract we have with Brady, Martz & Associates. Currently the foundation is not being audited annually and is not covered by liability insurance. Through NDIRF liability can be added to the JPRD policy as an additional insured with the foundation paying the premium. Mindi Schmitz motioned to add liability coverage for the foundation through NDIRF with the foundation responsible for payment of premium. Mike Soulis seconded. All approved.

It would be a cost savings to have the foundation as part of the JPRD audit rather than separately JPRD benefits directly from the foundation. Mindi Schmitz motioned to create a new RFP for audit services to include the foundation. Mark Ukestad seconded. All approved.

REPORTS:

Written reports were submitted.

Amy Walters – Executive Director; Highlights;

- Amy, Boya, Junior, Tammy and Brooke attended State Parks Convention in Minot.
- Amy attended National Parks Convention in Phoenix..
- Waiting for Red River Refrigeration invoices WSB repairs.
- Auction items – hoping to get ready yet this fall or maybe spring.

Mike Soulis motioned to adjourn. Adjourned meeting at 4:55 pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON