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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Amy Walters, Executive Director
SUBJECT: Board Meeting –Wednesday, October 11, 2023 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. Employee Group Health Insurance – Proposed changes to grandfathered coverage**
- VIII. New Business**
 - A. 2022 Audit Report**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

Next: Board Meeting Monday, November 13, 2023 4:00pm

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 11, 2023

PRESENT: Chairperson Mindi Schmitz, Mark Ukestad, Mike Soulis

ABSENT: Mike Landscoot, Ron Olson

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad,

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

No Guests. Angela Guptill with BradyMartz & Associates via Microsoft Teams

No Public Communication. No additions or deletions to the agenda.

Mike Soulis made a motion to approve the September 11, 2023 regular meeting minutes and September 11, 2023 Public Hearing minutes. Mark Ukestad seconded. All approved.

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

OLD BUSINESS:

Employee Group Health Insurance - Proposed changes to grandfathered coverage

Legal opinion as requested was included in board packet. There is no legal reason why we couldn't make changes and last paragraph stated we may want to consider as it could currently be construed that we offer two sets of benefits. Discussion to table until next month when all board members are in attendance.

NEW BUSINESS:

Audit Report 2022 – Angela Guptill with BradyMartz & Associates presented a power point of the 2022 Audit Report via Microsoft teams. Government wide opinion was considered “qualified”, meaning there is one area we are not in accordance with GASB which is the City of Jamestown pension (JPRD has had this qualified opinion in the past as the City of Jamestown has not broken down our portion of the pension in their reports). Overall “unmodified” opinion was given which is the highest level of assurance – “clean opinion”. Report on Internal Control & Compliance – 4 findings (1st 3 are repeats)

1. Auditor prepared financial statements
2. Auditor proposed material journal entries
3. Improper segregation of duties
4. NDCC Compliance – designating depository each January of even year board meetings.

Number 3 and 4 will both be corrected going forward.

Corrected from prior year findings was time keeping software discrepancies which was resolved with new time & attendance software.

Management letter suggested to complete a fraud risk assessment of the district and all journal entries entered are approved by another. Both items have been resolved for future.

Mark Ukestad motioned to approve the 2022 Audit Report as presented. Mike Soulis seconded. All approved.

REPORTS:

Written reports were submitted.

Amy Walters reported:

- Comprehensive Parks Planning kickoff meeting is scheduled for Friday.

- Mammoth Sports is working on design for baseball renovation
- Ribbon cutting for Pickleball courts was Monday. There are some surface issues – working with contractor to rectify
- Lights are installed and operational at Trapper Field – app for users to turn lights on/off with auto shut off times will be utilized
- Trees are planted/replaced
- TRAC pool repair – parts are to arrive tomorrow with Associated Pool installing
- Additionally, lazy river pump failed - being sent in for repair

Mark Ukestad motioned to adjourn. Mike Soulis seconded. Adjourned meeting at 5:00pm.


BONNIE UKESTAD, CLERK


MINDY SCHMITZ, CHAIRPERSON