

MINUTES OF THE REGULAR BOARD MEETING DATED July 10, 2023

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

ABSENT: None

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad, Ricki Ramlo - citizen

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

Welcomed Guests. Public communication – Ricki Ramlo addressed the board with concerns of an outdoor swimming pool and the splash pad is not infant/toddler friendly as it is all concrete. Amy Walters stated that JPRD will be conducting a comprehensive plan and there will be a portion for public input. Amy offered to meet with Ricki to provide history of pool and decisions.

Mark Ukestad made a motion to approve the June 12, 2023 regular meeting minutes. Mike Landscoot seconded. All approved.

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

OLD BUSINESS:

None

NEW BUSINESS:

Board Organization:

Election of Officers:

- Ron Olson nominated Mindi Schmitz as Chairperson. Mike Soulis seconded. All approved.
- Ron Olson nominated Mike Landscoot as Vice Chair. Mike Soulis seconded. All approved.

Portfolio Assignments:

Discussion held on keeping current portfolio assignments or changing. Current assignments have been held since 2019. Decision to change with exception of Chairperson maintaining Admin/Financial. Assignments are as follows:

- Recreation/Special Events - Mark Ukestad
- TRAC – Mike Soulis
- Hillcrest Golf Course/Winter Sports Building – Mike Landscoot
- Parks/Game Fields – Ron Olson
- Administration/Financial – Mindi Schmitz

2022 Annual Report:

The JPRD 2022 Annual Report was included in board packet and Amy handed out copies. We now have a template that will be used in future years and will publish the 2023 annual report in March 2024. Annual reports will be posted on our website.

Employee Group Health Insurance Plan:

Our current insurance plan is with the City of Jamestown group. Amy Walters investigated other options and is recommending to go with the offering the 2 options the City of Jamestown approved. BCBS 90/500 plan has a monthly premium of \$852.20 per employee. This is a 6% increase from the 2023 plan premium. The BCBS 100/5000 plan has a monthly premium of \$733.20. This is a 9% reduction from the 2023 plan premium.

JPRD would need to budget the \$852.20 per employee. If an employee chooses to participate in the 100/5000 plan that has a lower premium the difference of \$119 would be directed to a Health Savings Account (HSA) in the employee's name. JPRD would utilize Bank Forward to manage the employee HSAs as they have agreed to waive monthly fees for these accounts.

The City of Jamestown is also offering a BCBS dental insurance premium is \$38.40. With 24 full time employees and JPRD paying 75% of the premium this would cost the District \$8,294.40 in 2024.

Discussion regarding 3 employees grandfathered in to receive fully paid family coverage. Suggestion to phase out over time. Amy Walters was directed to put together a couple proposals phasing these grandfathered employees to a fully paid single plan and bring to the board next month.

Mike Soulis made a motion to participate in the group health insurance plan with City of Jamestown and offer the choice of two BCBS plans; 90/500 plan or 100/5000 plan. In addition, offer BCBS dental coverage. Ron Olson seconded. All approved.

2024 Budget Approval:

Amy Walters reviewed the agenda documentation provided.

Revenue:

The Certificate of Levy Includes:

- 35 mils for General fund – generating \$1,987,650.00
- Special Assessment Fund generating \$120,000.00
- 5 mils for Parks & Recreation Facilities generating \$283.950.00

Fee Increases of 2% across all departments (membership, rentals, programs)

Expense:

Payroll & Benefits

- Staff raises planned for up to 7% (5% cost of living and up to 2% merit) for full time staff and up to 5% for part time staff.
- Health Insurance up to 6% increase premium
- Addition of Dental Coverage \$8,294
- Supervisory stipend for mechanic at Hillcrest Golf Course \$416/month/6 months \$2,496
- Board member stipend increase \$25/month \$1,500.00
- Increase utility expense
- Capital improvement

Discussion regarding 7% increase for fulltime staff. Performance evaluations are to be completed with expectations of completing goals that were established during 2022 for the 2023 year.

Ron Olson motioned approve the 2024 budget as presented, making the annual appropriations for the expenditures of the Jamestown Parks and Recreation District for the fiscal year commencing January 1, 2024 and ending December 31, 2024. Mike Lanscote seconded. All approved.

REPORTS:

Written reports were submitted.

Amy Walters reported:

- Reminder of our procurement policy and ND Century Code that purchases over \$50K need to be public noticed in the paper 2 weeks.
- Bolinger Tennis Courts are being resurfaced this week.
- Grant funding is available again (funding we received for Baseball Park Renovation) and Amy will be applying to build an all-abilities inclusive playground at Nickeus Park
- Pickleball court construction has started.

- There is a proposed bill to remove property tax in ND. Amy encouraged the board to inform their friends/neighbors/coworkers that this will impact how we operate.

Mark Ukestad motioned to adjourn. Ron Olson seconded. Adjourned meeting at 5:24pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON