



TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Amy Walters, Executive Director
SUBJECT: Board Meeting –Monday, July 15, 2024 4:00PM

- I. Call to Order
- II. Welcome of Guests and Recognition
- III. Public Communication
- IV. Additions or Deletions to Agenda
- V. Board Organization
 - A. Oath of Office
 - B. Election of Officers
 - C. Portfolio Assignments
- VI. Minutes of the Previous Meeting
- VII. Financial Report
 - A. Monthly Bills
 - B. Financial Statement
- VIII. Old Business
 - A. Hockey Day ND Event Agreement with Jeff Romsdal
- IX. New Business
 - A. Comprehensive Plan Review – Gordon Lemmel, Interstate Engineering
 - B. McElroy Park Field Renovation- Change Order 1
 - C. Employee Group Health Insurance Plan Options
 - D. 2025 Budget Approval
- X. Reports – Management Reports Submitted (included in board packet)
 - A. Executive Director
- XI. Adjournment

Next: Board Meeting Monday, August 12, 2024 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.

MINUTES OF THE REGULAR BOARD MEETING DATED July 15, 2024

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

ABSENT: None

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad, Boya Quichocho, Tammy Mewes, Corey Genter, John Ruff, Chris Newans

GUESTS: Jeff Romsdal representing Central Sales, Gordon Lemmel representing Interstate Engineering

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

Welcomed guests. No Public Communication. No additions to the agenda.

Swearing in and Oath of office was read by new Commissioner Ryan Harty and re-elected Commissioner Mark Ukestad.

Election of officers: Mike Landscoot, Vice Chairman asked for nominations for Chairperson; Ryan Harty nominated Mindi Schmitz for Chairperson. Mark Ukestad seconded. All approved. Mindi Schmitz, Chairperson asked for nominations for Vice Chairman; Mark Ukestad nominated Mike Landscoot as Vice Chairman. Mike Soulis seconded. All approved.

Portfolios assignments were discussed: Admin – Mindi Schmitz, Hillcrest/Winter Sports Building – Ryan Harty, TRAC – Mike Landscoot, Parks – Mark Ukestad, Programs/Special Events – Mike Soulis

Mark Ukestad made a motion to approve the June 10, 2024 regular meeting minutes and June 24, 2024 Special meeting minutes. Ryan Harty seconded. All approved.

Mike Landscoot made a motion to approve the bills and financial report. Mike Soulis seconded. Roll call: Mindi Schmitz – Yes, Ryan Harty -Yes, Mark Ukestad – Yes, Mike Landscoot - Yes, Mike Soulis – Yes. Approved.

OLD BUSINESS:

Hockey Day ND Event Agreement with Jeff Romsdal:

Amy Walters recapped that the donation agreement was approved at the June meeting but has not been signed. The event agreement was prepared by our attorney and is included in board packet; blanks for the event fee (offset our cost for management of event) and security deposit (cover additional costs like electricity and water). Amy suggested to waive the event fee due to the donation of equipment and security deposit of \$1,000.

Jeff Romsdal indicated some changes need to be made to #11 on the event agreement regarding signage. Possible to have annotation for the sponsorship agreements and signage.

Mark Ukestad motioned to authorize Amy Walters, JPRD Executive Director to sign the Hockey Day North Dakota Event agreement with Jeff Romsdal waiving the event fee, security deposit if \$1,000 and working with Jeff Romsdal and our attorney on wordage for #11 on the agreement. Mike Soulis seconded. Roll Call: Ryan Harty -Yes, Mark Ukestad – Yes, Mike Landscoot - Yes, Mike Soulis – Yes, Mindi Schmitz – Yes. Approved.

NEW BUSINESS:

Comprehensive Plan Review – Gordon Lemmel, Interstate Engineering:

Gordon Lemmel reviewed the background and findings of the comprehensive plan. 360 Acres of parks, 33 miles of trails/pathways, 31 buildings (250,000 sq ft), 17 Playgrounds, 6 acres of parking lot, 122.2 million in assets and 33.8 million deferred maintenances.

Building condition assessment: Structural C+, Health, Safety, Welfare D, Accessibility C, Lifecycle D, Convenience, Comfort, Cosmetic D+.

Operations & maintenance staffing assessed that we are 8.3 FTE or 14,598.25 labor hours short.

Strategic Vision Goals

The strategic vision is structured around five overarching goals aimed at guiding the future development and management of the Jamestown Parks and Recreation District:

- Health, Safety & Welfare (HSW): Prioritize public health and safety through targeted infrastructure improvements and proactive risk management strategies.
- Stewardship (STW): Ensure responsible management and enhancement of park resources, focusing on sustainable maintenance practices, asset management, and organizational resilience.
- Access & Equity (A&E): Promote inclusive access to park facilities, programs, and services, advocating for equity and fairness across diverse community demographics.
- Communications & Outreach (COM): Enhance community engagement and transparency through effective communication strategies, fostering collaborative relationships to support park initiatives.
- Experience Enhancement (EXP): Invest in signature park amenities and evaluate program effectiveness to deliver high-quality recreational experiences that align with evolving community needs and preferences.

Implementation Strategies

The strategic plan outlines short, mid, and long-term implementation strategies to achieve the identified goals and objectives:

- Short-term (0 to 5 years): Immediate actions include replacing/upgrading playground surfacing and renovating restroom facilities.
- Mid-term (5 to 9 years): Focus on enhancing asset management practices, forging strategic partnerships, and expanding program offerings to meet changing community demographics and recreational trends.
- Long-term (10+ years): Strategic planning for new facilities, ongoing community engagement, and regular updates to needs assessments ensure adaptive management and sustainable development of parks and recreation resources.

McElroy Park Field Renovation – Change Order 1:

Amy Walters reported, this first change order “cleans” up a few housekeeping items that were discussed throughout the planning and design process but not included in GMP A or B. These items include;

- Removal of AgriLime- JPRD staff removed as much AgriLime as possible however there was still a significant amount that needed to be removed prior the striping of top soil. This resulted in a cost of \$7,487.04 which will come from contingency.
- Masonry dugouts for the Babe Ruth Field. This was the original design intention and \$68,175.00 cost was included in the total project cost but due to the schedule of GMP A and B it needed to be included as an amendment.
- Electrical VE (Value Engineering) items provided by Advantage Electric as cost savings of \$11,808.86.
- Fence reduction from 6ft to 4ft (Dad Rail) for a cost savings of \$546.00 to improve spectator viewing.

Ryan Harty motioned to approve Change Order 1 for McElroy Park Field Renovation Project with Mammoth Sports Construction and direct Amy Walters to sign. Mark Ukestad seconded. Roll Call: Mark Ukestad – Yes, Mike Landscoot - Yes, Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty - Yes. Approved.

Employee Group Health Insurance Plan Options:

JPRD currently participates in a group with City of Jamestown, Library System and Jamestown Regional Airport. JPRD has 20 employees that elect health insurance coverage, approximately 16% of the City of Jamestown group participants.

The current benefits provided to JPRD employees includes two plan choices; a \$500 deductible plan or a high deductible \$5000 plan (for single). JPRD added dental coverage in 2024.

The start of the plan year is currently September. It would be the preference of JPRD Administration to transition to a January 1 start of play year. Currently JPRD pays the full employee premium for single health insurance and 75% of the dental premium. Three employees have been grandfathered in for health insurance by past boards so JPRD pays for dependent and family coverage for those employees as well. City of Jamestown has asked for a 12-month notification if we choose to no longer participate in their group. In addition, if we do not participate in their group health insurance, they will no longer administer the long-term disability and life insurance benefits for JPRD employees.

Amy reviewed the chart that was included in the board packet. All impact calculated based upon current (2024) plan year.

- City of Jamestown Group/ BCBS 6.65% increase
- JPRD/ BCBS 5.48% increase
- JPRD/ Sanford 5.26% increase
- NDPHIT/ BCBS 3% decrease+ a one-time 8.5% initial deposit (\$18,170.13)

After some discussion on the benefit of being able to have the flexibility to adjust structure and plan design with NDPHIT, Mike Soulis made a motion to continue to pay the full cost of the single plan with the difference in premium amount between the two plan options directed into a HSA for employees that select the high deductible plan, continue to pay 75% of the single dental plan and to participate in the NDPHIT health insurance plan, effective 01/01/2025, and direct Amy Walters, Executive Director to complete necessary process and sign for enrollment. Ryan Harty seconded. Roll Call: Mike Landscoot - Yes, Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty – Yes, Mark Ukestad - Yes. Approved.

2025 Budget Approval:

Amy Walters reviewed the agenda documentation provided.

- Revenue
 - The Certificate of Levy submitted to Stutsman County will include;
 - 36 mils for the General Fund generating approximately \$2,129,976
 - Special Assessments Fund generating \$319,090
 - 5 mils for Park and Recreation Facilities (Capital Outlays) generating approximately \$295,830
 - Fee increases will be based upon a cost recovery model
- Expense
 - Payroll and Benefits
 - Staff raises planned for up to 7% (5% cost of living + up to 2% merit) for full time staff and up to 5% for part time staff
 - Health Insurance currently calculated based upon staying with City of Jamestown with a 6.65% increased premium

- Increased utility expenses; power and water
- Increased legal and audit
- Increased Contract Services added hours to agreement for marketing and public relations contract with Blue Print Creative Solutions
- Increase Capital Improvement based upon board decision regarding health insurance benefits

Budget presented is balanced and a total increase of \$353,296 from 2024.

Mike Soulis made a motion to approve the 2025 budget, as presented, making the annual appropriations for the expenditures of the Jamestown Parks and Recreation District for the fiscal year commencing January 1, 2025 and ending December 31, 2025. Mark Ukestad seconded. Roll Call: Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty – Yes, Mark Ukestad – Yes, Mike Landscoot - Yes. Approved.

REPORTS:

Written reports were submitted.

Amy Walters reported:

- Updated Park Board Official Binders were handed out and a power point will be emailed to commissioners for review.
- Rental rates at WSB are significantly lower than others in the state, we will be increasing rates and returning to prime vs non-prime rental rates.
- Prowl will cover expenses for August ice
- Received a grant from Jamestown Public School along with Knights of Columbus for an activity trailer which will have learning-based activities.
- Received 2 forestry grants – one to remove trees and one to plant trees.
- Kayak kiosk has been installed
- Lightning struck a light pole at Jack Brown Stadium rendering lights inoperable.

Mark Ukestad motioned to adjourn. Adjourned meeting at 5:45pm.



 BONNIE UKESTAD, CLERK



 MINDI SCHMITZ, CHAIRPERSON