



TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Amy Walters, Executive Director

SUBJECT: Board Meeting –Monday, September 9, 2024 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. Outdoor Rink and Hockey Day**
- VIII. New Business**
 - A. 2023 Audit Report**
 - B. Garrison Diversion Recreation Grant**
 - C. ATM Agreement**
 - D. PERS 457 Resolution**
 - E. Long-term disability and Life Insurance - NDPHIT**
 - F. Forestry JPA**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

Next: Board Meeting Monday, October 14, 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 JamestownParks 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 September 9, 2024

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

ABSENT: None

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad, Erik Laber

GUESTS: Masaki Ova – Jamestown Sun, Mindy Piatz – Brady Martz

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

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

Ryan Harty made a motion to approve the August 12, 2024 regular meeting minutes. Mark Ukestad seconded. All approved.

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

NEW BUSINESS:

2023 Audit Report: Mindy Piatz with BradyMartz & Associates presented a power point of the 2023 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 – same findings as previous years.

1. Auditor preparation of financial statements
2. Auditor proposed material journal entries
3. Segregation of duties

Management letter observations:

1. Proper recording of transfers between foundation and JPRD (using transfer accounts)
2. Board members are to abstain from voting when they have a conflict of interest. As a board member you should declare conflict and board will decide if you can vote or if as a board member you perceive another board member has a conflict, declare conflict for board discussion.

Amy shared the Ethics and Conflict of Interest Policy with the Board as a reminder.

OLD BUSINESS:

Outdoor Rink and Hockey Day: Amy Walters reported that Jeff Romsdal has signed both agreements with a couple slight changes; \$1,000 security deposit and \$250,000 performance bond was changed to \$5,000 security deposit and \$25,000 performance bond.

The initial deposit of \$10,000 for predesign and engineering services has been paid. Amy & Jeff met with Interstate Engineering who will work on a Preliminary Engineering report which will include an estimate of cost and project scope. Then it is a 21-day notice for bids. Hockey Day is targeted for a January event date.

NEW BUSINESS:

Garrison Diversion Recreation Grant: The grant application was included in board packets. This grant will support a portion of the expense for Phase II of McElroy Park Field Renovation Project. Remaining funds will be raised through donations. The grant request is for \$75,000. Mike Soulis

motioned to approve the application submitted on behalf of JPRD to the Garrison Diversion Conservancy District – Recreation Grant program to support costs of constructing tee ball fields as part of Phase II McElroy Park Field Renovation Project. Ryan Harty seconded. Roll call: Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty -Yes, Mark Ukestad – Yes, Mike Landscoot. Approved.

ATM Agreement: In November on 2019 JPRD entered into an agreement with Jamestown Hockey Boosters to have an ATM at the Winter Sports Building. The agreement was for annual renewal which we have only reviewed once since 2019. The agreement included in board packet would be for 3 years. When the ATM is at WSB 75% of the surcharge income goes to Jamestown Hockey Boosters and 25% to JPRD October through March. During April to September the ATM is moved to Hillcrest Golf Course and the split is 50/50.

Mike Soulis 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 Landscoot seconded. Roll call: Mindi Schmitz – Yes, Ryan Harty -Yes, Mark Ukestad – Yes, Mike Landscoot – Yes, Mike Soulis – Yes. Approved.

PERS 457 Resolution: JPRD currently provides retirement benefits through the North Dakota Public Employees Retirement System (NDPERS) in the form of a defined benefit (DB) plan. Due to legislative action through HB 1040 this DB will be closed December 31, 2024 to new employees. Effective January 1, 2025 new employees will participate in a defined contribution (DC) plan. The DC plan gives new employees the opportunity to select their contribution amount (4% mandatory and up to 3% elective) one time within the first 30 days of employment. This cannot ever be changed. The employer (JPRD) is required to match 5.26% and up to 3% based upon the employee’s elective amount.

The NDPERS 457 Deferred Compensation Plan is a voluntary supplemental retirement plan authorized under North Dakota Century Code (NDCC) 54-52.2 and sanctioned under IRS Code 457. The Plan offers eligible employees the opportunity to defer a portion of their salary on a pretax basis and have the funds invested and paid to them at retirement. Employees can elect to contribute up to 3% and JPRD must match up to 3%. Due to the inability of employees to make changes to their original election in the DC Plan participation in the 457 plan will provide more flexibility for employees to accommodate their retirement planning and goals.

Ryan Harty motioned for Jamestown Parks and Recreation to affirm to North Dakota Public Employees Retirement System that Jamestown Parks and Recreation is formed pursuant to N.D.C.C. § 40-49 and is neither a non—profit corporation nor a for-profit corporation, to join the NDPERS Deferred Compensation Plan effective January 1, 2025, and offer the plan to all eligible employees of Jamestown Parks and Recreation. Mark Ukestad seconded. Roll call: Ryan Harty -Yes, Mark Ukestad – Yes, Mike Landscoot – Yes, Mike Soulis – Yes, Mindi Schmitz – Yes. Approved.

Long-term Disability and Life Insurance - NDPHIT: JPRD currently offers LTD & Life Insurance through the City of Jamestown which will be discontinued December 31st. The handout from NDPHIT (Brown & Brown) includes 4 quotes compared to our current carrier. Mike Landscoot motioned to accept Unum’s quote for Long-term Disability and Life Insurance for full-time employees. Ryan Harty seconded. Mark Ukestad – Yes, Mike Landscoot – Yes, Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty -Yes. Approved.

Forestry JPA: JPRD requested updates to the existing agreement for Forestry Services provided by the City of Jamestown. Currently the agreement requires JPRD to contribute 15% of the City Forester salary. In January of 2022 this was requested to change to actual hours worked for JPRD. This new JPA will provide rate for 2023, 2024, and 2025. The agreement will be reviewed annually in the first quarter of the year. Mark Ukestad made a motion to approve the Joint Powers Agreement with the City

of Jamestown for Forestry as presented. Mike Soulis seconded. Roll call: Mike Landscoot – Yes, Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty -Yes, Mark Ukestad – Yes. Approved.

Suspended meeting to hold Public Budget Hearing. 5:00pm

Board meeting Resumed 5:10pm

REPORTS:

Written reports were submitted.

Amy Walters reported:

- Working with Joy (BluePrint Creative) to come up with communication plan for sharing the comprehensive plan with the public.
- McElroy Park Field Renovation project is on schedule
- Fall material needs replacing on playground equipment.
- Shade shelter is to be installed at pickleball courts along with a water fountain.
- Pathway resurfacing at Hillcrest was missed last time so it has been 14 years since last done. Equipment is larger now and crushed the path. Repair will be done.
- Mobile Learning Lab was rolled out at the Block Party
- JBS lighting updated – Insurance will only cover about \$20,000. Working on grants to replace lights with a new system

Mark Ukestad motioned to adjourn. Adjourned meeting at 5:20pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON