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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Amy Walters, Director

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

- I. MINUTES OF THE PREVIOUS MEETING**
- II. FINANCIAL REPORT**
 - A. Monthly Bills**
 - B. Financial Statement**
- III. OLD BUSINESS**
 - A. Marketing RFP**
- IV. NEW BUSINESS**
 - A. Strategic Plan Update**
- V. REPORTS**
 - A. Administration/Finance (Mindi) – Amy**
 - B. Parks Maintenance (Mike L) – Jim**
 - C. Hillcrest ProShop/Recreation Programs (Mike S/Ron O) – John R**
 - D. TRAC (Mark) – Amy**
 - E. Hillcrest Maintenance (Mike S) – John M**
 - F. Winter Sports Building (Mike S) – Junior**
 - G. City Forester – Erik Laber**

Next:
Board Meeting Monday, February 14, 2022

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

MINUTES OF THE REGULAR BOARD MEETING DATED January 10, 2022

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

ABSENT: NONE

OTHERS: Amy Walters – Director, Bonnie Ukestad, John Miller, Junior Kautz, Jim Speidel, Dennis Kelstrom, Erik Laber

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

Mindi Schmitz requested Wells Fargo Safety Deposit Box Name Update be added to the agenda under new business. Mike Soulis motioned to approve adding item to agenda. Ron Olson seconded. All approved.

Ron Olson made a motion to approve the December 13, 2021 regular meeting minutes. Mark Ukestad seconded. All approved.

Mark Ukestad made a motion to approve the Financial Report. Mike Landscoot seconded. All approved.

OLD BUSINESS:

Marketing RFP: Mindi Schmitz motioned to approve a 6 month agreement with BluePrint Creative Solutions to provide marketing services for Jamestown Parks and Recreation for a cost of \$2,500.00 per month. Mike Landscoot seconded. All approved.

NEW BUSINESS:

Strategic Plan Update: Amy Walters, discussed updated strategic plan included in board packet.

Objective 1 priorities for 2022:

- Each department manager will conduct a facility & equipment evaluation to create an annual maintenance and improvement plan.
- Outdoor restroom project – waiting on funding
- Facilitating conversations with user groups
- Skate Park planning
- Complete site work for outdoor rinks

Objective 2 priorities for 2022:

- Evaluate current programs
- Identify new programs

Objective 3 priorities for 2022:

- Identify job tasks
- Develop consistent job description format
- Complete salary study with not only other park districts but with similar position within the community for retention

Strategic plan will be on the agenda quarterly.

Wells Fargo Safety Deposit Box Name Update: Amy Walters noted that the safety deposit box at Wells Fargo needs names updated as Doug Hogan and Sheila Harr were the names listed. Mike Soulis motioned to change names to Amy Walters, Executive Director and Bonnie Ukestad, Business Manager for the Wells Fargo Safety Deposit Box. Mark Ukestad seconded. All approved.

REPORTS:

Written reports were submitted.

Amy – Welcomed Boya Quichoco as TRAC Facility Manager started January 1, 2022. Posted FT positions of Wellness Supervisor and Equipment Mechanic. There is also a FT TRAC Maintenance position open.

Jim – Snow removal, painting rock-abouts, picnic tables, garbage cans

Amy (TRAC) - Cold weather is causing HVAC problems, received partial shipment of new fitness equipment – the remaining pieces are expected next week.


John M – Pulling reels, moving snow and working on cross country ski trails

Junior – Moving snow and games. 11 games last week, 9 this week for a total of 43 games this month

Erik (city forester) – met with Amy & Jim, working on grants, ordering trees this month.

Mark Ukestad motioned to adjourn. Chairperson Minda Schmitz adjourned meeting at 4:38pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON