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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Amy Walters, Executive Director
SUBJECT: SPECIAL BOARD MEETING Tuesday, March 8, 2022 4:00pm

- I. Facility Renovation Grant**
- II. Staffing**

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

MINUTES OF THE SPECIAL BOARD MEETING DATED
March 8, 2022

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

ABSENT: None

GUESTS: Amy Walters–Executive Director, Bonnie Ukestad

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

Facility Renovation Grant: The Park District Facility Renovation Grant deadline is March 15th, included in the packet is the guideline for the grant along with projects to include in grant. There is 5 million dollars available to all park districts in ND from covid relief dollars. The grant is a 1:1 match. The proposed grant request is for \$1,000,000 and is prioritized as follows:


1. Netting along 1st base line at Jack Brown Stadium – Total cost \$20,000/grant request \$10,000. Matching dollars to come from capital outlays.
2. HVAC at the Bunker – Total cost \$23,000/grant request \$11,500. Matching dollars from capital outlays.
3. Al Boelke complex renovations – Total cost \$4,682,000/grant request \$911,100. Matching dollars from fundraising.
4. McElroy Ice Rink site prep & concrete – Total cost \$134,800/grant request \$67,400. Matching funds from capital outlays.

Mindi Schmitz motioned to approved grant request as presented. Mark Ukestad seconded. All approved.

Staffing: Amy Walters stated John Miller, Hillcrest Golf Course Superintendent has resigned. Looking at realigning some duties. Hillcrest is the only facility with 2 managers. There is roughly \$81,507 savings in the 2022 budget in staffing due unfilled positions and other staff being hired at a lower salary. Proposing a Golf Course Operations Manager this position would be responsible for pro shop and maintenance and a Programs & Special Events Manager responsible for programs, rentals, etc. This would give another \$14,684 savings to the 2022 budget. We could consult for turf management on a one-year trial basis. After much discussion Mindi Schmitz motioned to approve the 2 new job descriptions as presented and for Amy Walters to discuss both positions with the staff member to negotiate employment agreement within approved salary range. Ron Olson seconded. All approved.

Mark Ukestad motioned to adjourn, Chairperson Mindi Schmitz adjourned meeting at 5:00 pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON