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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Amy Walters, Executive Director**

**SUBJECT: Board Meeting – Monday, March 14, 2022 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. Mission Statement – Values Revision**
- VIII. New Business**
  - A. Parks Camera Agreement with Central Valley Health**
  - B. WSB Ice Rental Rates**
  - C. Marketing Plan**
- IX. Reports – Management Reports Submitted (included in board packet)**
  - A. Executive Director**
- X. Adjournment**

**Next:**  
**Board Meeting Monday, April 11, 2022**

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

**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 March 14, 2022

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

ABSENT: Ron Olson

OTHERS: Amy Walters–Executive Director, Bonnie Ukestad, Junior Kautz, Boya Quichocho, Jim Speidel, Dennis Kelstrom, Erik Laber – City Forester

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

No guests and recognitions, public communication and no additions or deletions to agenda.

Mark Ukestad made a motion to approve the February 14, 2022 regular meeting minutes and March 8, 2022 special meeting minutes. Mike Soulis seconded. All approved.

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

**OLD BUSINESS:**

**Mission Statement – Values Revision:** Amy Walters reported a survey was sent out to staff and 100% were in agreement with the Mission/Values Statement: “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.” Mike Soulis motioned to approve the Mission Statement and Values as presented. Mark Ukestad seconded. All approved.

**NEW BUSINESS:**

**Parks Camera Agreement with Central Valley Health:** Included in the board packet is a memorandum of understanding with Central Valley Health which has a grant to cover purchasing and installation of cameras along with 5 years of Daktel hosting fees. Mindi Schmitz motioned to approve the memorandum of understanding with Central Valley Health to provide security surveillance system for city parks. Mike Landscoot seconded all approved.

**WSB Ice Rental Rates:** Information on surrounding area ice rates was included in board packet. We did not raise rates 2 years ago due to covid pandemic and would like to raise rates ice rental rates as follows:

Group	Current	Proposed 2022-2023
Patron	\$76.75	\$87.00
General	\$85.00	\$100.00
Adult League	\$85.00	\$90.00
Parties	varies on # in group	\$139.00

Mark Ukestad motioned to approve raising ice rental rates as presented. Mike Soulis seconded. All approved.

**Marketing Plan:** Amy Walters referred to the information that was included in the board packet as an FYI for the board to inform of the work we are doing with BluePrint Creative Solutions and how it aligns with what was budgeted.

**REPORTS:**

Written reports were submitted.


Amy Walters – Executive Director; Highlights;

- Activity guide ready this week
- Sent out electronic community survey – have received 196 responses since Friday

- Public input meeting will be held with Interstate Engineering facilitating for the outdoor pickleball, volleyball, bocce courts.
- Two FT positions filled: Marty Hochhalter, Wellness Supervisor and Josh McClean, Equipment Mechanic
- Kim Cellmer retiring March 29<sup>th</sup> – with party to be delayed at his request until May when his family can attend.
- Potential for smaller scale Splash Bash sometime this summer.
- John Miller is busy servicing fleet and training Josh (when John leaves Jim Speidel will be supervisor)
- John Ruff preparing for golf course opening.
- Junior Kautz – transitioning to ice show and pure hockey. Meeting with UJ and Interstate Engineering for locker room renovation and will be having APEX conduct assessment on the building.
- Jim Speidel supporting events and continuing painting rock-abouts, attended turf conference and will be attending playground safety training
- Bonnie Ukestad reported 20 FT and 121 PT employees for February – working with Amy on concession contracts
- Erik Laber shared plans for 2022 Tree planting

Mark Ukestad motioned to adjourn. Mike Soulis seconded. All approved. Adjourned meeting at 4:40pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON