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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Amy Walters, Executive Director

SUBJECT: Board Meeting – Monday, April 11, 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. Golf Course Operations Staffing**
- VIII. New Business**
 - A. Purchasing & Bid Policy**
 - B. Strategic Plan Updates**
 - C. Executive Director Evaluation**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

Next:
Board Meeting Monday, May 9, 2022

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 April 11, 2022

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

ABSENT: Mike Soulis

OTHERS: Amy Walters–Executive Director, Bonnie Ukestad, Junior Kautz, Boya Quichocho, 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.

Ron Olson made a motion to approve the March 14, 2022 regular meeting minutes. Mark Ukestad seconded. All approved.

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

OLD BUSINESS:

Golf Course Operations Staffing: Amy Walters updated the position will require up to 60 hours a week 03/15 – 10/31 and 10 hours a week 11/1 – 3/14. John Ruff feels good about the position and has returning staff at the proshop, maintenance and ranger positions. Met with Gordon Prasek to contract for service for turf management and working with Superior Tech Products on a nutrient chemical program. Jim Speidel is certified for chemical spraying. Jamie Kapp will transition seasonally between Winter Sports Building and Hillcrest Golf Course – was certified in chemical spraying and will be renewing.

NEW BUSINESS:

Purchasing & Bid Policy (Procurement Policy): A draft policy was included in board packet. We have been following the policy but do not have a formal written policy. Mindi Schmitz motioned to approve the Procurement Policy as presented. Mark Ukestad seconded. All approved.

Strategic Plan Update: Amy provided a quarterly written report updating the 2022 priorities.

Executive Director Evaluation: A formal evaluation form was included in the packet to evaluate Executive Director. Each commissioner is to fill out the evaluation and return to Mindi. Mindi will compile the results, review with Amy and present results at the June board meeting. Mark Ukestad motioned to approve the evaluation form as presented. Mike Landscoot seconded. All approved.

REPORTS:

Written reports were submitted.

Amy Walters – Executive Director; Highlights;

- Activity guide copies are available and linked on website
- Community survey – had over 600 respondents, hundreds of comments in the text boxes. Survey was facilitated in the marketing contract.
- Bathrooms recommend to move forward with the \$200,000 from the city and turn back the \$75,000 CBDG grant as funds won't be available until next year – so could not start project until next year. Board is comfortable to turn back the funds and get the project started.
- Facility Renovation Grant – received verbal notification that we received funding for 2 of the 4 projects; \$921,000 for safety netting at JBS and Al Boelke field renovation

- Outdoor space at Meidinger splash park design should be ready to release for bids in May. \$113,000 in grant funds (matching) and the pickleball group has secured \$200,000 in verbal commitments.
- Working with Ottetail for deed #5 tee box
- Calendars are on website for JBS, Al Boelke, Trapper Field, etc

Mark Ukestad motioned to adjourn. Ron Olson seconded. All approved. Adjourned meeting at 4:55pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON