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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Amy Walters, Executive Director

SUBJECT: Board Meeting – Monday, June 13, 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. Bids & Specifications for court construction at Meidinger Splash Park**
 - B. Executive Director Evaluation**
- VIII. New Business**
 - A. Staffing**
 - B. 2023 Budget Planning**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

**Next:
Board Meeting Monday, July 11, 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 June 13, 2022

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

ABSENT: Mike Landscoot

OTHERS: Amy Walters–Executive Director, Bonnie Ukestad, Junior Kautz, Kari Ness-Pickleball

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

Guests were welcomed and recognized. No public communication. No additions or deletions to agenda.

Mike Soulis made a motion to approve the May 9, 2022 regular meeting minutes. Ron Olson seconded. All approved.

Ron Olson made a motion to approve the Financial Report. Mark Ukestad seconded. All approved.

OLD BUSINESS:

Bids & Specifications for court construction at Meidinger Splash Park: Bids were opened on Friday, June 10th. We only received 1 bid and from Strata Corp. Bid was \$1.1 million which was over the estimated \$600,000. Travis Dillman discussed that this is a specialized project and local contractors are busy. Both Travis and Amy Walters recommend we reject the bid and readvertise for summer 2023 construction. Amy will request a timeline change for the grant. Mike Soulis motioned to reject the bid and readvertise for summer 2023 construction. Mark Ukestad seconded. All approved.

Executive Director Evaluation: Mindi received evaluations from all the commissioners and compiled the results. Review was good and will be filed in employee file.

NEW BUSINESS:

Staffing: Amy Walters provided documentation for a need to add a Management Team Assistant and update the current Support Staff job description to Business Office Specialist. It was discussed in April of 2021 to add an office staff position. Since the addition of TRAC, the number of full time staff has doubled and part time staff tripled. Adding a Programs/Special Events Manager will create additional work in the office. Mindi Schmitz motioned to approve the Business Office Specialist position and Management Team Assistant position. Ron Olson seconded. All approved.

2023 Budget Planning: In June, board decide salary and fee increases to incorporate into the working 2023 budget which will be presented to the board in July. Amy Walters presented documentation for an 8% cost of living raise and up to 2% merit increase for FT staff and up to 8% raise for PT staff. Both the city and county are proposing similar raises. Recommending up to 5% increase for fees along with starting to charge user groups for field usage. Mindi Schmitz motioned to direct the Business Manager to develop the preliminary 2023 budget based upon an 8% cost of living in crease and up to 2% merit increase for full-time staff and up to 8% increase for part-time staff, and up to a 5% increase in fees. Mike Soulis seconded. All approved

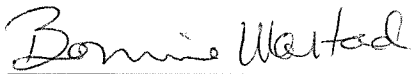
REPORTS:

Written reports were submitted.

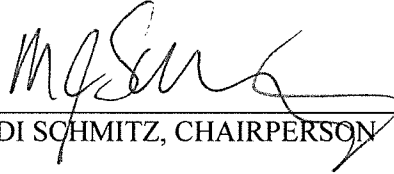
Amy Walters – Executive Director; Highlights;

- End of May, beginning of June busy time: Kite Fest, Tennis started, Parks Program began, Splash Park opened, held a Soccer tourney and state class A fastpitch and baseball tourneys.
- Staffing changes: Tammy Mewes accepted the Programs/Special Events Manager and Holly Lee took over Tammy's role as Learning Center Supervisor. Group Fitness Instructor, Brooke Johnson hired as the Wellness Supervisor. Sara Jason is resigning at the end of the month as Guest Service Supervisor. Also, have openings for FT Parks Maintenance Tech and FT Learning Center Teacher.

Mark Ukestad motioned to adjourn. Ron Olson seconded. All approved. Adjourned meeting at 5:10pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON