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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Amy Walters, Executive Director**

**SUBJECT: Board Meeting – Monday, July 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. Restroom Renovation Update**
  - B. Strategic Plan Update**
- VIII. New Business**
  - A. Board Organization**
    - 1. Swearing In and Oath of Office**
    - 2. Election of officers**
  - B. 2023 Budget Approval**
- IX. Reports – Management Reports Submitted (included in board packet)**
  - A. Executive Director**
- X. Adjournment**

**Next:**  
**Board Meeting Monday, August 8, 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 July 11, 2022

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

ABSENT: None

OTHERS: Amy Walters–Executive Director, Bonnie Ukestad, Junior Kautz, Tammy Mewes  
Chairperson Mindi Schmitz called the meeting to order at 4:00pm.

No Guests. No public communication. No additions or deletions to agenda.

Mark Ukestad made a motion to approve the June 13, 2022 regular meeting minutes. Mike Landscoot seconded. All approved.

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

**OLD BUSINESS:**

**Restroom Renovation Update:** Received updated prioritized quote from Hillerud

Consturction: JBS Men’s Restroom	\$14,817.00
JBS Women’s Restroom	\$16,663.00
McElroy Softball Complex Restrooms	\$71,063.00
Hillcrest Softball Complex Restrooms	<u>\$71,621.00</u>
TOTAL	\$174,164.00

These could be done this fall in our 2022 budget and remaining restrooms could be renovated in 2023. Mindi Schmitz motioned to approve updated project as presented. Mark Ukestad seconded. All approved.

**Strategic Plan Update:** Amy Walters provided update on 2021-2023 Strategic Plan 2022 Priorities:

- Investigating options for facility assessment and capital planning tool.
- Restroom renovation project – updated plan just approved.
- Regular communication with user groups.
- Held Go Skate Day event.
- Outdoor ice rinks at McElroy & Meidinger to be demolished and new boards installed at McErloy this fall. Meidinger next year. Will flood Meidinger similar to Leapaltd park with no boards.
- Tammy Mewes hired as Programs & Special Events Manager May 25<sup>th</sup>.
- Planning programs & events to include in fall guide. JPRD hosting BINGO at the Bunker July 27<sup>th</sup>
- Updated job descriptions and classifications.

**NEW BUSINESS:**

**Board Organization:** Swearing in and Oath of Office for the 3 re-elected board members. Mindi Schmitz, Mike Soulis and Mike Landscoot. Election of officers: Ron Olson nominated Mindi Schmitz for Chairperson. Mark Ukestad seconded. All approved. Mark Ukestad nominated Mike Landscoot as Vice Chairman. Ron Olson seconded. All approved. Mindi Schmitz appointed Business Manager, Bonnie Ukestad as Clerk. Ron Olson seconded. All approved.

**2023 Budget Approval:** Budgeting 33 mils for general fund and 5 mils for facilities for a total of 38 mils which is the maximum number of mils. With the estimated mil value received from the county we are budgeting:

General Fund	\$1,721,310.00	33 mils
Specials	\$ 120,000.00	unlimited
Facilities	<u>\$ 260,800.00</u>	<u>5 mils</u>
TOTAL	\$2,102,110.00	38 mils

This includes 8% cost of living and up to 2% merit for FT employees and up to 8% cost of living for PT. Some discussion on reducing the % of cost of living and allocating that savings to a different line item. Board directed director and business manager to provide numbers at the August meeting as it relates to different percentages for cost of living and capital projects.

Mindi Schmitz motioned to approve the certificate of levy at \$2,102,110.00 with deciding the percentage of cost of living at August board meeting. Ron Olson seconded. All approved.

**REPORTS:**


Written reports were submitted.

Amy Walters – Executive Director; Highlights;

- Cameras are installed at McElroy, Nickeus and Klaus parks. Have already caught vandalism twice and police reports filed.
- Staffing updates: Tyler Krabbenhoft hired as Management Team Assistant, Georgie Dietz as Guest Service Supervisor and Seth Holland as Parks Maintenance Technician. Jim Speidel has put in his letter of resignation to retire in August.
- Hillcrest is busy. Amy has been in communication with John on his time with both proshop and course maintenance.
- WSB construction of new locker room is ongoing.
- Forestry – Amy tracking forestry time. Buckthorn removal has been delayed till fall 2022. Board directed Amy to continue tracking forestry time and review forestry agreement with the City of Jamestown.
- TRAC visits (11,000) and memberships (4,000) are doing well.

Mark Ukestad motioned to adjourn. Ron Olson seconded. All approved. Adjourned meeting at 5:01pm.

  
BONNIE UKESTAD, CLERK

  
MINDI SCHMITZ, CHAIRPERSON