



1002 2nd Ave SE
Jamestown, ND 58401

jamestownparksandrec.com

office@jamestownparksandrec.com

701.252.3982



TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Amy Walters, Executive Director

SUBJECT: Board Meeting – Monday, August 8, 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. 2023 Budget**
Budget Hearing September 12th – 6:00pm
- VIII. New Business**
 - A. Infant Friendly Workplace Policy**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

Next:
Board Meeting Monday, September 12, 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.

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MINUTES OF THE REGULAR BOARD MEETING DATED August 9, 2022

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

ABSENT: Mike Soulis

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

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

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

Ron Olson made a motion to approve the July 11, 2022 regular meeting minutes. Mark Ukestad seconded. All approved.

Mike Landscoot made a motion to approve the bills and financial report. Mark Ukestad seconded. All approved.

OLD BUSINESS:

2023 Budget: Amy reviewed the 2023 Budget Listing Report and will set up individual meetings with board members to review/discuss each line item amount for consideration for approval at the September Board Meeting. Discussion about budgeting a percentage for reserves.

Mindi motioned to set public hearing date September 12th – 6:00pm. Location: Two Rivers Activity Center – multipurpose room 1501 5th St NE. Ron Olson seconded. All approved.

NEW BUSINESS:

Infant Friendly Workplace Policy: Amy stated Junior Kautz found a grant to create space for employees and guests to breastfeed/pump. Proposed policy:

Jamestown Parks and Recreation supports breastfeeding mothers by accommodating a mother who wishes to express breast milk during her workday when separated from her child. The provisions of this Infant Friendly Workplace Policy meet the requirements of the Fair Labor Standards Act as it relates to breaks for nursing mothers. Any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her newborn. A clean, private space (other than a restroom) that is shielded from view and free from intrusion from coworkers and the public, will be made available for this purpose. A clean and safe water source with facilities for washing hands and rinsing breast pump equipment is located near the space. Refrigerators are available so breast milk can be stored appropriately. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk. All employees will be informed of this policy.

Mindi Schmitz motioned to approve the policy as presented. Mark Ukestad seconded. All approved.

REPORTS:

Written reports were submitted.

Amy Walters – Executive Director; Highlights;

- Staffing- FT positions are filled with the exception of Facilities & Parks Operations Manager. Received 14 applications. Interviewing the top 3 candidates chosen by the

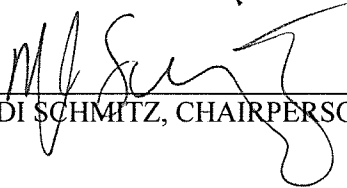
interview committee of Amy Walters, Boya Quichocho, Mike Landscoot, John Ruff and Dennis Kelstrom.

- Staff – BBQ lunch Wednesday, August 10 from 11-1 at JBS
- Repair work on irrigation at Hillcrest Soccer – repairing valves.
- Working with the city of Jamestown on bridge replacement. There is a grant available that pays 80/20 through department of transportation. Amy will write the grant and will work with the city on a Joint Powers Agreement (JPA) to create joint ownership of the bridges. We can create a special assessment district to pay our portion of the project. This will assess across the entire community.
- LWCF grant for Splash Park is complete. Received extension and additional funds for Courts.
- System failure at Winter Sports Building. Junior reported we lost the ice in Wilson. Eagles ice is ok. Refrigeration company is trying to find leak and rebuilding the breakdown. Will investigate digital controls that can notify us if an issue arises.

Mark Ukestad motioned to adjourn. Ron Olson seconded. All approved. Adjourned meeting at 4:58 pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON