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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Amy Walters, Executive Director
SUBJECT: Board Meeting – Monday, April 10, 2023 4:00PM

- I. Call to Order**
- II. Welcome of Guests and Recognition**
 - A. Puzzle Event Sponsorship: Cork & Barrel and Papa Murphy's**
 - B. Easter Egg Hunt: Elks 995 & Walmart**
- 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. Capital Outlays**
- VIII. New Business**
 - A. Policies**
 - i. Title VI Non-Discrimination Policy**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

Next: Board Meeting Monday, May 8, 2023

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 should be made in advance with the Director or Park Board President. The Board reserves the right to eliminate or restrict the opportunity for public participation. The Board requests that comments are limited to three (3) minutes or less. Groups of individuals addressing a common concern may designate one spokesperson.

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MINUTES OF THE REGULAR BOARD MEETING DATED April 10, 2023

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

ABSENT: Mike Soulis

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad, Boya Quichocho

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

Certificates of Appreciation will be delivered to Cork & Barrel for donating beverages and Papa Murphy's for donating pizza for the Puzzle Event held at the Bunker in March.

Certificates of Appreciation will be delivered to Elks 995 for monetary donation used to purchase candy filled eggs and Walmart for donating bikes for the Easter Egg Hunt.

No Public communication. No additions or deletions to agenda.

Mark Ukestad made a motion to approve the March 13, 2023 regular meeting minutes. Mike Landscoot seconded. All approved.

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

OLD BUSINESS:

Capital Outlays: Amy Walters updated the board on the balance of the Capital Outlay fund. JPRD Business Office has been working towards identifying the Capital Outlay Fund balance. Fund Balance is the total accumulation of operating surpluses and deficits since the beginning of existence. Fund accounting requires separate self-balancing accounting entries to track each fund's revenues and expenditures. The previous accounting software used by JPRD did not allow entries to "cross" funds. There were adjusting entries requested by the annual audit that we were not able to enter because we could not cross funds – thus not be in balance. The auditors carried over the entries from year to year. The accounting software JPRD now uses allows for the entries to cross funds so we are able to balance the funds. Auditor requested entries after 2021 audit are now completed. Upon completion of this process, we now have identified the fund balance. Capital Outlays funding previously unspent through 2021 is \$148,312.78. Anticipated unspent 2022 (unaudited) is \$95,341.65. Estimated revenue through 2023 is \$260,800 resulting in an anticipated fund balance of \$504,454.43. Reviewed the line items for Capital Outlay 2023 budget and highlighted:

- nearing the end of phase 1 of the restroom renovation project with Hillcrest, Jack Brown Stadium and McElroy Park. Klaus and Nickeus Parks remain.
- Trapper field lighting project we have allocated \$15,000 with Rotary, UJ, Jamestown Public Schools and Fastpitch each committing \$15,000 plus a Garrison Diversion grant for \$38,000.
- Klaus Archway – Corey is getting an updated bid.
- Tennis Court Resurfacing – bid for just Bolinger Tennis Courts is \$65,000. Tourism has committed \$20,000 and USTA grant for \$18,000 so we shouldn't need to use all of the \$40,000 we allocated.
- Unallocated \$24,188 – could consider using towards strategic planning process. A true complete plan would take 12-18 months to complete and cost around \$100,000. Amy is looking into grants to help support this activity.
- Hillcrest Improvements is the remaining sandtraps and tee box signage
- Will need to allocate some dollars towards Meidinger Pickleball courts as the dollar amount was only for construction costs and did not include engineering costs. Project is set to be completed October 2023.

NEW BUSINESS:

Title VI Non-Discrimination Policy: While JPRD is in full compliance with Title VI formal policy and processes have not been previously adopted by the Board of Commissioners. Included in the board packet:

- 1) Title VI Nondiscrimination Policy Statement
- 2) Title VI Limited English Proficiency Plan
- 3) Title VI Assurances
- 4) Title VI Complaint Process
- 5) Title VI Complaint Form

Mark Ukestad made a motion to approve the Title VI Nondiscrimination Policy, Limited English Proficiency Plan, Assurances and Complaint Process as presented. Mike Landscoot seconded. All approved.

REPORTS:

Written reports were submitted.

Amy Walters reported:

- that Mike Landscoot had indicated at the last meeting wanting community usage of JPRD items to be on the agenda. Amy addressed and provided information on this topic in her weekly communication to board members and followed up with Mike L who indicated the topic no longer needed to be on the agenda.
- Snow removal team has been working hard
- Concession contracts have been sent out – this year we are requiring 5% of revenue
- Aquatics staffing is struggling – offering a summer incentive pay package (Memorial Day – Labor Day):
 - 420 hours (30 hours per week) \$500
 - 280 hours (20 hours per week) \$300
 - 210 hours (15 hours per week) \$175

Also, struggling to get Swim Instructors - move to \$15.00 per hour (current range is \$11-\$18). Pay package and increase to swim instructors can be absorbed into the current aquatics staffing budget.

Mark Ukestad motioned to adjourn. Ron Olson seconded. Adjourned meeting at 4:42pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON