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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Amy Walters, Executive Director

SUBJECT: Board Meeting – Monday, December 12, 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. Audit RFP**
 - B. Employee Apparel**
- VIII. New Business**
 - A. Meidinger Splash Court Construction**
 - B. Policy/Procedure**
 - i. Credit Card Policy**
 - ii. Capital Asset Policy**
 - iii. Fraud Prevention Policy**
 - iv. Fund Balance Policy**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

Next: Board Meeting Monday, January 9, 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 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 December 12, 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, Kari Ness - Pickleball

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

No Public communication. No additions or deletions to agenda.

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

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

OLD BUSINESS:

Audit RFP: We sent 11 Audit RFP requests and received only one. Received RFP from our current Auditors, BradyMartz. We did include foundation in the RFP. Mark Ukestad made a motion to select BradyMartz to perform the audit of the Jamestown Parks and Recreation Department and Jamestown Parks and Recreation Foundation and direct Amy Walters, Executive Director, to sign a three-year agreement for audit services. Mike Landscoot seconded. All approved.

Employee Apparel: Amy reported as a follow-up from last meeting, board agreed to pay \$100 per full-time employee and board members/\$50 per regular part-time employee apparel. The online store is complete. Employees will receive a Christmas card with the link to the store and coupon code.

NEW BUSINESS:

Meidinger Splash Court Construction: The bid that was received in June was rejected and project will be rebid with modifications made to the plans to reduce cost. Some of the changes is the courts (pickleball, volleyball, bocce) will be bid as alternates instead of included, instead of post-tension concrete it will be concrete and the shelter is not included. Plans are to publish advertisement for bids December 24th with bid opening set for February 9, 2023 to bring recommendation to the board at the February 2023 meeting. Ron Olson motioned to approve the presented plans and specifications for court construction at Meidinger Splash Park and authorize the advertisement for bids. Mark Ukestad seconded. All approved.

Policy/Procedure:

The following policies were recommended by the auditors and the audit summit Bonnie Ukestad, Business Manager attended:

- Credit Card Policy
- Capital Asset Policy
- Fraud Prevention Policy
- Fund Balance Policy

Amy Walters, stated we currently follow these policies, approving these written policies formalizes them.

Mark Ukestad made a motion to approve the Credit Card Policy, Capital Asset Policy, Fraud Prevention Policy and Fund Balance policy as presented. Ron Olson seconded. All approved.

REPORTS:

Written reports were submitted.

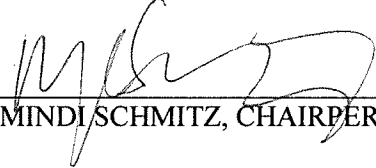
Amy Walters – Executive Director; Highlights;

- Board is invited to staff Christmas lunch at the Bunker December 21st 11am-1pm
- Outdoor rinks are started
- Cross country ski trail in McElroy. Ski rentals will be available at warming house.
- Baseball fundraising group meets weekly. Have met the \$920,000 match requirement. Approximately \$1.8 million in pledged/received monies of the almost \$4 million project.
- Since Rec Trac training, we have learned of additional modules to utilize. Looking at adding Maintenance module – can list equipment, schedule preventative maintenance, repairs, create work orders and have the entire district using the same software.
- Amy applied and just received notification of scholarship to help defray cost for the Certified Parks and Recreation Professional Examination.
- City of Jamestown was notified by the Department of Transportation that they will receive grant for bridge replacement in Klaus, Nickeus and McElroy Parks. Grant will cover 80% of cost and city is responsible for 20% which will likely be a special assessment to all Jamestown property owners. Bridge replacement in 2024

Mark Ukestad motioned to adjourn, Ron Olson seconded Adjourned meeting at 4:32 pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON