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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**  
**FROM: Amy Walters, Executive Director**  
**SUBJECT: Board Meeting – Monday, June 12, 2023 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**
- VIII. New Business**
  - A. 2024 Budget Planning**
  - B. Adopt-a-Park/Trail Program Guidelines**
- IX. Reports – Management Reports Submitted (included in board packet)**
  - A. Executive Director**
- X. Adjournment**

**Next: Board Meeting Monday, July 10, 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.

MINUTES OF THE REGULAR BOARD MEETING DATED June 12, 2023

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

ABSENT: None

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad

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

No Public communication. Requested to add "Change Order for Court Project" to the agenda. Ron Olson motioned to add the requested agenda item to New Business. Mark Ukestad seconded. All approved.

Ron Olson made a motion to approve the May 8, 2023 regular meeting minutes. Mike Landscoot seconded. All approved.

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

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**2024 Budget Planning:**

- June 12<sup>th</sup> Board of Commissioners determine salary increases to incorporate into the working budget
- July 10<sup>th</sup> Preliminary budget presented to Board of Commissioners for approval
- August 10<sup>th</sup> Preliminary Budget deadline (August 14<sup>th</sup> regular board meeting)
- September 11<sup>th</sup> Tentative Budget Hearing following regular board meeting
- October 10<sup>th</sup> Final Budget deadline

Amy Walters discussed the agenda document where it is recommended for a 5% COLA plus up to a 2% merit salary increase for FT employees and up to a 5% salary increase for PT employees. Fee increases are recommended at 2%.

BCBS insurance rates are anticipated to increase 13% . Our current insurance plan is with the City of Jamestown group. Amy Walters has been investigating other options and attended a meeting with the City of Jamestown on insurance. City of Jamestown is now looking at other insurance plans. They are looking at a couple different options which would be lower premiums and would be acceptable options.

Mike Soulis motioned to direct the Business Manager to develop the preliminary 2024 budget based upon a 5% cost of living increase and up to 2% merit increase for all full time staff, up to a 5% increase for part time staff and up to a 2% increase in fees. Ron Olson seconded. All approved.

**Adopt-A-Park/Trail Program Guidelines:** Amy Walters presented a draft of the Adopt-A-Park/Trail Program Guidelines at the public meeting on City Parks. There are some businesses interested in adopting a park.

Mark Ukestad motioned to approve the Adopt-A-Park Trail Program Guidelines as presented. Mike Soulis seconded. All approved.

**Change Order for Court Project:** Amy Walters stated the project has started and during

construction meeting fencing was oversized thus giving us a cost reduction to the project of \$1,720.00. Ron Olson motioned to approve the change order. Mike Soulis seconded. All approved.

**REPORTS:**

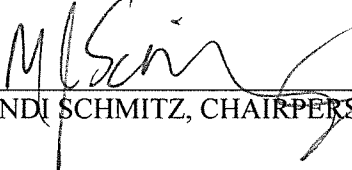
Written reports were submitted.

Amy Walters reported:

- Full Time positions (24) are fully staffed
- 25 swim lesson sessions were added, 13 of those sessions were full within the hour.
- MainTrac module for repairs/work order is live
- Baseball fundraising is at 2.9 million for the first phase – first phase is \$4 million
- Literacy Lane is completed at Solien-Denault Park. Working on another at Meidinger Park. There will be 10 stories that will rotate between the parks every month/month and a half. These parks were chosen as they have sidewalks for accessibility.
- A mobile recreation trailer is in the works with a grant from Jamestown Public School
- KiteFest best ever turnout with 50 kites and this year night kites were added.
- Golf course has irrigation issues and are dealing with a break.

Mark Ukestad motioned to adjourn. Ron Olson seconded. Adjourned meeting at 4:37pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON