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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Amy Walters, Executive Director

SUBJECT: Board Meeting – Monday, November 14, 2022 4:00PM

- I. Call to Order**
- II. Welcome of Guests and Recognition**
 - A. Willey’s Septic Tank Service – Pat Willey**
- 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. Audit RFP**
 - B. Staff Employee Appreciation**
 - C. Policy/Procedure**
 - i. Employee Misconduct Process**
 - ii. Reasonable Suspicion Process**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

Next: Board Meeting Monday, December 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 November 14, 2022

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

ABSENT: NONE

OTHERS: Amy Walters–Executive Director, Bonnie Ukestad, Junior Kautz, Boya Quichocho, Erik Laber – City Forester, Pat Willey – Willey’s Septic Tank Service

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

Welcomed Pat Willey of Willey’s Septic Tank Service and presented him with a certificate of appreciation for donating port-a-potties for warming house this winter.

No Public communication. No additions or deletions to agenda.

Mark Ukestad made a motion to approve the October 10, 2022 regular meeting minutes. Ron Olson seconded. All approved.

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

OLD BUSINESS: None.

NEW BUSINESS:

Audit RFP: An Audit Request for Proposal letter was presented as our current 3-year agreement with Brady Martz for auditing services expired upon completion of the 2021 Audit. Note that the Foundation is included in the RFP per approval at the October 10, 2022 board meeting.

Mike Soulis made a motion to distribute the Request for Proposal for Auditing Services and form a sub-committee consisting of Amy Walters, Bonnie Ukestad and Mindi Schmitz to review all proposals and develop a recommendation for board approval. Mark Ukestad seconded. All approved.

Staff Appreciation: In an effort to unify the staff of Jamestown Parks and Recreation District and show appreciation for their commitment to the organization an online store will be created with apparel branded with the Jamestown Parks and Recreation logo. Recommend parks & rec credit of \$100 per FT employee and \$50 for long-time part-time/seasonal staff as a end of year/Christmas gift. Mindi inquired if board members could also have access.

Ron Olson motioned to approve \$3900 to purchase JPRD branded apparel for staff. \$100 for FT and Board members/\$50 for long-time part-time/seasonal staff. Mike Soulis seconded. All approved.

Policy/Procedure: Amy Walters reviewed the following documents included in board packet; Employee Misconduct Procedure, Employee Misconduct Warning, Witness Statement, Performance Improvement Plan and Reasonable Suspicion Procedure. Since this is a procedure and not a policy it will not be in the employee handbook. Managers/Supervisors will be given the documents and will inform all employees posting on our employee portal.

Mike Soulis motioned to adopt the outlined procedure for addressing employee misconduct and reasonable suspicion. Ron Olson seconded. All approved.

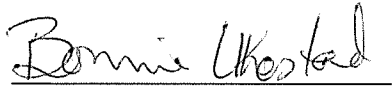
REPORTS:

Written reports were submitted.

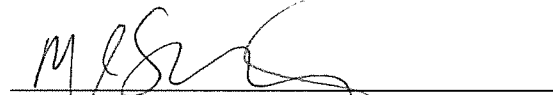
Amy Walters – Executive Director; Highlights;

- Performance reviews to be completed by Dec 23. Managers/supervisors have received spreadsheet listing their staff, hire dates, current salary and when eligible for raise.
- 2 open FT positions: Learning Center Supervisor and Environmental Services Technician.
- Foundation is hosting Festival of Trees fundraiser at the Bunker with monies going to foundation as undesignated.
- Winterization of buildings complete.
- John Ruff transitioning to winter hours – 20 hours per week
- Sand trap revisions will be done in 3-year process. 5 done with 15 remaining.
- Insurance did not cover underground for WSB claim. Received about \$16K from insurance, the rest will be paid out of capital outlays.

Mark Ukestad motioned to adjourn. Adjourned meeting at 4:40 pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON