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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**  
**FROM: Amy Walters, Executive Director**  
**SUBJECT: Board Meeting –Monday, January 8, 2024 4:00PM**

- I. Call to Order
- II. Welcome of Guests and Recognition
  - A. John Ruff 25 years
- 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. Agreement with City of Jamestown for Special Assessment District
- VIII. New Business
  - A. Designation of Depositories
  - B. Cell Phone Policy
- IX. Reports – Management Reports Submitted (included in board packet)
  - A. Executive Director
- X. Adjournment

**Next: Board Meeting Monday, February 12, 2024 4:00pm**

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 January 8, 2024

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

ABSENT: Ron Olson

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad, John Ruff, Boya Quichocho, Tammy Mewes

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

No guests. No Public Communication. No additions or deletions to the agenda

Certificate of Appreciation was presented to John Ruff for achieving 25 years of service with JPRD.

Mike Soulis made a motion to approve the December 11, 2023 regular meeting minutes. Mike Landscoot seconded. All approved.

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

**OLD BUSINESS:**

**Agreement with City of Jamestown for McElroy Parking Lot Special Assessment District**

Leo Ryan, City of Jamestown Attorney indicated he would like JPRD Board to direct Amy to sign and enter into agreement with City of Jamestown that details the relationship between the City and JPRD to create the special assessment district as discussed at our last two board meetings.

Mike Soulis made a motion to authorizes Amy Walters to sign and enter agreement with the City of Jamestown as previously discussed for the special assessment district. Mark Ukestad seconded. All approved.

**NEW BUSINESS:**

**Designation of Depositories**

North Dakota Century Code 21-04-13 requires the district to designate depositories in January of each even numbered year.

Mark Ukestad made a motion to designate Unison Bank and Bank Forward as depositories for Jamestown Parks and Recreation District's public funds. Mike Soulis seconded. All approved.

**Cell Phone Policy**

Currently, JPRD does not have a policy regarding company or personal cell phone usage. With the addition of adding a cell phone for the Bunker attendant a policy was created. The policy will provide guidelines for the appropriate use of personal and company-issued cell phones in the workplace. This policy aims to ensure that cell phone use does not interfere with work responsibilities, compromise security or infringe upon the rights of others.

Mike Soulis made a motion to approve the Cell Phone Policy as presented. Mike Landscoot seconded. All approved.

**REPORTS:**

Written reports were submitted.


Amy Walters reported:

- Majority of annual reviews have been completed
- Annual report will highlight projects completed and the positive movement of the district.
- January 31<sup>st</sup> 6:00pm Staff Celebration at the Bunker
- Management plan will share with portfolio holders
- Relocation of maintenance shop – received 3 bids for electrical, lowest came in at just over \$6,000. It is estimated to be less than \$20,000 for our staff to install sound deadening walls between the garage and office.
- Ice storm caused loss to many trees in our parks. Hoping with City and County declaring disaster we can replace trees.

Bonnie Ukestad commended Amy Walters for the almost \$600,000 in grant funds received by JPRD in 2023 thanks to her successful grant writing.

Mark Ukestad motioned to adjourn. Adjourned meeting at 4:35pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON