



TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Amy Walters, Executive Director
SUBJECT: Board Meeting –Tuesday, November 12, 2024 4:00PM

- I. Call to Order
- II. Welcome of Guests and Recognition
 - A. Ann Haut 25 Years of Service
- 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. Outdoor Rink and Hockey Day
- VIII. New Business
 - A. Hillcrest Golf Course – Season End Report
 - B. Comprehensive Plan Implementation Strategies
- IX. Reports – Management Reports Submitted (included in board packet)
 - A. Executive Director
- X. Adjournment

Next: Board Meeting Monday, December 9, 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.

MINUTES OF THE REGULAR BOARD MEETING DATED November 12, 2024

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

ABSENT: NONE

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad, John Ruff, Ann Haut

GUESTS: Masaki Ova – Jamestown Sun

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

Welcomed guests. No Public Communication. No additions to the agenda.

Certificate of Appreciation was presented to Ann Haut for achieving 25 years of service with JPRD.

Ryan Harty made a motion to approve the October 14, 2024 regular meeting minutes. Mike Landscoot seconded. All approved.

Mike Soulis made a motion to approve the bills and financial report. Ryan Harty seconded. Roll call: Ryan Harty -Yes, Mike Landscoot – Yes, Mike Soulis – Yes, Mindi Schmitz – Yes . Mark Ukestad – had not yet arrived. Approved.

OLD BUSINESS:

Outdoor Rink and Hockey Day: Amy Walters reported Interstate Engineering has report prepared but have not met with Jeff Romsdahl. A meeting is set up for this Friday.

NEW BUSINESS:

Hillcrest Golf Course – Season End Report: John Ruff – Hillcrest Golf Course Operations Manager submitted a report included in board packet. Greens Fees were up about \$20,000 from last year. Likely due to opening a month earlier in 2024. Rentals, Season Passes, Proshop Sales and gift certificate sales all increased from 2023 to 2024. Concessions was down a bit but that could be due to adding alcohol sales. Instead of pop or water they may have ordered a beer.

Total rounds of golf play went from 14,466 to 16,223. Men’s Day averaged 89 players per day and Women’s Day averaged 91 players per day.

Beer & Wine Sales report: Total Sales \$31,089.20 with total Expenses \$21,996.07 for a net profit of \$9,093.13. With the 60/40 split with the foundation: \$3,637.25 for Foundation and \$5,455.88 JPRD.

Comprehensive Plan Implementation Strategies: Binders were given to Board with the Comprehensive Plan. Amy discussed the importance of an action plan and suggested a Board Retreat with the commissioners, management team and key individuals to build a road map. After discussion, the retreat will be Monday, November 25th 5:30pm at the Bunker.

REPORTS:

Written reports were submitted.

Amy Walters reported the parking lot project had its final inspection and letter of acceptance. Project is complete with an agreement they will come back in the spring to stripe the parking lot and install signage.

Held on-site RecTrac training for staff. This is our point-of-sale software. There is now an app that we will have a demo as the website is challenging for our customers.

Trees were removed at McElroy Park. New trees will be planted in the spring. Received grants for both the removal and planting of trees.

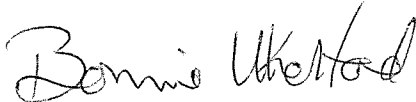
A grant was submitted to remove Cottonwood trees and plant new trees at the Bunker and Hillcrest.

Tourism approved a \$25,000 grant for lighting at Jack Brown Stadium.

Festival of Trees, Foundation fundraiser will be held December 6th at the Bunker.

Chamber of Commerce STIR event at the Bunker on December 3rd.

Mark Ukestad motioned to adjourn. Adjourned meeting at 4:34pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON