



**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Amy Walters, Executive Director**

**SUBJECT: Board Meeting –Monday, January 13, 2025 4:00PM**

- I. Call to Order
- II. Welcome of Guests and Recognition
  - A. Teagan Skunberg Thompson – 5 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. Outdoor Rink and Hockey Day
- VIII. New Business
  - A. 2025 Work Plan
  - B. Allocation of 2025 Capital Outlay Funds
- IX. Reports – Management Reports Submitted (included in board packet)
  - A. Executive Director
- X. Adjournment

**Next: Board Meeting Monday, February 10, 2025 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 January 13, 2025

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

ABSENT: NONE

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad, Boya Quichocho, Teagan Skunberg Thompson

GUESTS: NONE

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

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

Certificate of Appreciation was presented to Teagan Skunberg Thompson for achieving 5 years of service with JPRD

Ryan Harty made a motion to approve the December 9, 2024 regular meeting minutes. Mike Soulis seconded. All approved.

Mike Soulis made a motion to approve the bills and financial report. Mark Ukestad seconded. Roll call: Ryan Harty – Yes, Mike Landscoot – Yes, Mike Soulis – Yes, Mindi Schmitz – Yes. Mark Ukestad – Yes. Approved.

**OLD BUSINESS:**

**Outdoor Rink and Hockey Day:** Amy Walters reported no change from November & December meetings. Waiting to hear from Jeff Romsdal. Will take off agenda until Jeff Romsdal makes a request.

**NEW BUSINESS:**

**2025 Workplan:** Amy Walters created a workplan from the comprehensive plan. The workplan was included in board packet is broken down by priorities of what can be done in 2025 listing the expected outcome. Those listed as JPRD came from Park District Staff i.e.; Formal Safety Program. STW are mid term goals that were moved to short term (1-5 years). AE goals were moved to now i.e.; city wide transportation. EXP target was 5-9 years but need to do sooner i.e.; feasibility study for pool.

Mike Soulis made a motion to adopt the 2025 Workplan as presented. Ryan Harty seconded. All approved.

**Allocation of 2025 Capital Outlay Funds:** Amy reported we levied 5 mils and are projected to receive \$295,380 for Capital Outlays. The prior years unexpended \$180,067 and \$12,500 Annual Pepsi Contract bring the total Capital Outlays Budget to \$488,394 including allocating \$75,000 to the reserve fund.

Expenditures:

\$91,082.00 in committed lease/loans

\$20,000.00 Facility Signage (Nickeus, Klaus, McElroy)

\$150,000.00 Park Improvements – Nickeus Park for Klaus restroom renovations, playground improvements

\$ 7,312.00 McElroy Field Renovations

\$50,000.00 JBS Improvements - Lights

\$35,000.00 Hillcrest Improvements – Hospitality Room Renovation

\$25,000.00 TRAC Improvements

\$20,000.00 WSB Improvements

\$15,000.00 Bunker Improvements – replace floor upper level, window treatments

\$75,000.00 Reserve Fund

Mike Soulis made a motion to approve the Capital Outlays-Facility Funds 2025 budget as presented. Mike Landscoot seconded, Mark Ukestad – Yes, Mike Landscoot – Yes, Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty – Yes. Approved

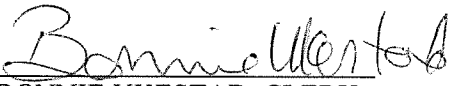
**REPORTS:**

Written reports were submitted.

Amy Walters suggested facility tours at the upcoming board meetings. February Board meeting will be at the Winter Sports Building.

Annual Staff Celebration will be January 29<sup>th</sup> 5:30pm at the Bunker.

Mark Ukestad motioned to adjourn. Adjourned meeting at 4:58pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON