



1002 2nd Ave. SE. P.O. Box 2014
Jamestown, ND 58402-2014
Phone: 701-252-3982
Fax: 701-252-3914

TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Amy Walters, Executive Director

SUBJECT: Board Meeting – Monday, May 9, 2022 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. Approve the Plans & Specifications for court construction at Meidinger Splash Park and authorize the advertisement for bids**
 - B. Request by Jamestown Hockey Boosters to renovate storage room at WSB**
 - C. Request for Funding by Washington Elementary PTO**
 - D. Restroom ADA Renovation Project**
 - E. Salary & Position Classification Structure**
 - F. Logo Update**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

Next:
Board Meeting Monday, June 13, 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.

MINUTES OF THE REGULAR BOARD MEETING DATED May 9, 2022

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

ABSENT: None

OTHERS: Amy Walters–Executive Director, Bonnie Ukestad, Junior Kautz, Boya Quichocho, Chad Kleinknecht-Pickleball, Kari Ness-Pickleball, Owen Ost-Pickleball, Travis Dillman-Interstate Engineering, Ben Aaseth-Interstate Engineering, Cody Champagne- Prowl Hockey/Jamestown Hockey Boosters

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

Guests were welcomed and recognized. No public communication. Mindi Schmitz motioned to have Executive Director Evaluation to be added under Old Business. Mark Ukestad seconded. All approved.

Ron Olson made a motion to approve the April 11, 2022 regular meeting minutes and April 26, 2022 special meeting minutes. Mike Landscoot seconded. All approved.

Mark Ukestad made a motion to approve the Financial Report. Mike Landscoot seconded. All approved.

OLD BUSINESS:

Executive Director Evaluation: Mindi reminded board members to turn in their Executive Director Evaluation by Monday, May 16th.

NEW BUSINESS:

Approve the Plans & Specifications for court construction at Meidinger Splash Park and authorize the advertisement for bids: Travis Dillman & Ben Aaseth discussed construction plans for the court construction to include 2 alternates: 1) 20 X 20 shade structure 2) post tension concrete. Publication for bids would be Saturday, May 14th. Bid opening June 8th at 2:30pm. Approve bids at the June 13th board meeting. \$225,000 is probable cost – have secured \$112,500 matching grant. Pickleball club has \$143,500 in pledged monies with \$128,500 already paid. Mindi Schmitz motioned to approve the presented plans and specifications for court construction at Meidinger Splash Park and authorize the advertisement for bids. Ron Olson seconded. All approved.

Request by Jamestown Hockey Boosters to renovate storage room at WSB: Cody Champagne representing Hockey Boosters requesting to update the current floor/ceiling of storage area at WSB. Will be up to code, including building a wall around, lighting and wiring with Jamestown Hockey Boosters paying for all costs. Ron Olson motioned to approve the request by Jamestown Hockey Boosters to renovate the storage room at the Winter Sports Building as presented in the submitted proposal with all costs for the project the responsibility of the Jamestown Hockey Boosters. Mike Soulis seconded. All approved.

Request for Funding by Washington Elementary PTO: Washington Elementary PTO submitted a request to help fund new playground equipment at Washington Elementary. Mindi Schmitz made a motion to deny the request for funding as presented. Mike Soulis seconded. All approved.

Restroom ADA Renovation Project: Mindi Schmitz made a motion to withdraw the CDBG grant request based upon timeline delays. Mark Ukestad seconded. All approved.

Mike Soulis made a motion to approve moving forward with Hillerud Construction to conduct the ADA restroom renovation project as designed and bid within the \$221,938.42 budget. Ron Olson seconded. All approved.

Salary & Position Classification Structure: Amy Walters presented a document showing current positions and creating seven classifications of employees. Operations I, Operations II, Operations III, Supervisory I, Supervisory II, Supervisory III and Administration. Currently, we do not have any positions in Supervisory III – this would be a place holder for future use. The proposed classifications have salary ranges and would create needed wage adjustments for 3 PT & 3FT positions. Mike Soulis motioned to approve the salary and position classification structure as presented. Mike Landscoot seconded. All approved.

Logo Update: Infographic of survey results was included in board packet. Management team worked with BluePrint Creative Solutions on a new look/logo. Mike Soulis motioned to approve the new logo as presented with the previously revised mission statement and organization values. Mark Ukestad seconded. All approved.

REPORTS:

Written reports were submitted.

Amy Walters – Executive Director; Highlights;

- Expecting to receive paperwork by the end of the month for the \$921,000 Facility Renovation Grant.
- Meeting with Jaybal to develop fundraising strategy for the dollar for dollar grant match. June 30, 2023 is deadline to request grant monies with a project completion date of Jun 30, 2025.
- Budgeting in 2023 for a contractor to assess JPRD facilities/needs.
- Working with city of Jamestown on Joint Powers Agreement for the bridges.
- Working on matching funds for the lighting at Trapper Field
- Potential for skate park at the dog park. Signage is needed “Reuben & Clarice Liechty Park”
- Construction to start next week for new locker room space at WSB

Mark Ukestad motioned to adjourn. Ron Olson seconded. All approved. Adjourned meeting at 4:54pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON