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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Amy Walters, Executive Director

SUBJECT: Board Meeting – Monday, January 9, 2023 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. Agreement with Interstate Engineering to serve as Owners Rep for McElroy Park Field Renovation**
 - B. Joint Powers Agreement (JPA) with City of Jamestown for Park Bridges**
 - C. Beverage/Pop Contract**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

Next: Board Meeting Monday, February 13, 2023

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 9, 2023

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

ABSENT: Mark Ukestad

OTHERS: Amy Walters–Executive Director, Bonnie Ukestad, Junior Kautz, Boya Quichocho, Erik Laber – City Forester, Paul Belzer – Skaters, Travis Dillman – Interstate Engineering, Tim Gutschmidt - Self

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

Welcomed guests.

Public communication:

Paul Belzer wanted to know why kids can't get into rink on snow days. Would like to create a working group to have indoor rinks available during storm days. Agenda item for next month

Tim Gutschmidt is interested in the round balls that are part of Nickeus Park Bridge when the bridge replacement. Would like to use them as yard art. Also, interested in the curl railing.

No additions or deletions to agenda.

Ron Olson made a motion to approve the December 12, 2022 regular meeting minutes. Mike Soulis seconded. All approved.

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

OLD BUSINESS: NONE

NEW BUSINESS:

Agreement with Interstate Engineering to serve as Owners Rep for McElroy Park Field Renovation: Baseball project moving forward need to have an agreement with Interstate Engineering to serve as Owners Rep for the project. This will be similar to agreement we had with Interstate Engineering during TRAC construction. With the \$920,000 grant, funds are available to cover fees. Mindi Schmitz made a motion to enter into an agreement with Interstate Engineering to provide engineering and owner's representative services to Jamestown Parks and Recreation for the McElroy Park Field Renovation Project. Mike Soulis seconded. All approved.

Joint Powers Agreement (JPA) with City of Jamestown for Park Bridges: There is no historical data of who owns the bridges in Klaus, Nickeus and McElroy Parks. Bridges are on both City of Jamestown and Jamestown Parks & Recreation property. The Joint Powers Agreement with the City of Jamestown would determine joint ownership of the bridges. Regular & routine maintenance such as snow removal and painting will be our responsibility. Any significant repairs would need mutual agreement of both parties. Mike Soulis made a motion to approve the Joint Powers Agreement with the City of Jamestown to enter into mutual ownership of the pedestrian bridges at McElroy, Nickeus and Klaus Parks. Ron Olson seconded. All approved.

Beverage/Pop Contract: Our current 5-year contract with Pepsi expires February 28, 2023. Mike Landscoot made a motion to distribute the Request for Proposal for vending of beverages and form a sub-committee consisting of Amy Walters, Bonnie Ukestad and John Ruff to review all proposals and develop a recommendation for board approval. Mike Soulis seconded. All approved.

REPORTS:

Written reports were submitted.

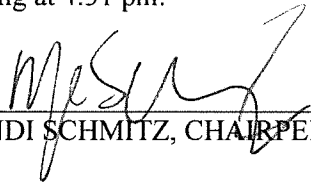
Amy Walters – Executive Director; Highlights;

- Annual performance review completed
- 2 open FT positions – Winter Sports Building Facility Manager & Environmental Services Technician
- Online apparel coupon expires 01/15/2023
- Foundation is participating in Giving Hearts Day February 9,2023
- Reported updates on restroom renovations to the Mayors Committee on Disabilities
- Winter storm snow removal
- Cross country ski trails at McElroy Park & Hillcrest Golf Course
- Working on flooding an area at Buchholz Park
- Warming houses are open
- Working on Spring/Summer 2023 brochure
- Water break at Hillcrest Golf Course ProShop is in same area that was repaired 2 years ago. Quote of \$7,000 repair.

Ron Olson motioned to adjourn. Adjourned meeting at 4:31 pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON