



**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Amy Walters, Executive Director**

**SUBJECT: Board Meeting – Monday, February 13, 2023 4:00PM**

- I. Call to Order**
- II. Welcome of Guests and Recognition**
  - A. Staff 5-year 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**
  - A. Inclement Weather and Facility Closure**
  - B. Bids & Specifications for court construction at Meidinger Splash Park**
  - C. Beverage & Vending Contract**
  - D. Audobon Society Urban Woods and Prairies Initiative – Restoration Site Plan Agreement**
- VIII. New Business**
  - A. 2023 Capital Outlay Budget**
  - B. Requests for Qualifications for Construction Manager at Risk(CMaR) Services -McElroy Park Field Renovation**
  - C. RFP for Strategic Planning and Long-Range Facility Planning Services**
  - D. Employee Handbook Edits**
- IX. Reports – Management Reports Submitted (included in board packet)**
  - A. Executive Director**
- X. Adjournment**

**Next: Board Meeting Monday, March 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.

MINUTES OF THE REGULAR BOARD MEETING DATED February 13, 2023

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

ABSENT: Ron Olson

OTHERS: Amy Walters–Executive Director, Bonnie Ukestad, Boya Quichocho, Chris Newans, Erik Laber – City Forester, Paul Belzer – Skaters, Travis Dillman – Interstate Engineering, Kari Ness – Jamestown Area Pickleball Club, Kevin Klemmer & Austin Lancaster – Pepsi Co,

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

Welcomed guests.

Certificate of Appreciation was presented to Boya Quichocho for achieving 5 years of service with JPRD.

Certificate of Appreciation will be sent to Triple C Lawn Service for donating wood for firepits during the snow castle building contest held during Cabin Fever Days.

Chris Newans was welcomed as the new Winter Sports Building Facility Manager.

**Public communication:**

Paul Belzer questioned if access to ice during storms was on agenda as requested last month. Mindi Schmitz advised him that his request will be covered under Old Business A: Inclement Weather and Facility Closures.

No additions or deletions to agenda.

Mark Ukestad made a motion to approve the January 9, 2023 regular meeting minutes. Mike Soulis seconded. All approved.

Mike Landscoot made a motion to approve the bills and financial report. Mark Ukestad seconded. All approved. It was noted that the Parks Building repairs account is where the parks bathrooms renovations are being expensed. This is not part of the budgeted number and is being paid with the \$200,000 received from city of Jamestown. The dollar amount remaining is listed on the financials.

**OLD BUSINESS:**

**Inclement Weather and Facility Closure:** Last month, Paul Belzer was concerned about having indoor rinks available during storm days. Amy Walters reviewed the current process used for JPRD facility closures. When there is no travel advised in the city of Jamestown then all JPRD facilities are closed. The executive director and facility managers consult if it is safe for staff and availability of staff to remove snow. The OnTRAC Learning Center often aligns with the closure of Jamestown Public Schools. JPRD follows Child Care Aware of ND Weather Guide as it relates to wind chill and heat index. Hillcrest Golf Course has a horn that sounds when lightning is spotted, TRAC closes the pool when lightning is within 6 miles. Amy Walters, Executive Director stated it is not a common occurrence, in which a community member is concerned about lack of access to JPRD facilities due to weather closures. The current process allows staff to determined risks and make a decision on case-by-case bases. If JPRD were to move forward with adopting a weather-related facility closure policy, recommend following course of action by Jamestown Public Schools. After some discussion the board decided to continue to operate as we have with the Executive Director and Facility Managers consulting if it is safe for staff and availability of snow removal.

**Bids & Specifications for court construction at Meidinger Splash Park:** This project was rebid after we had one bid received & rejected at the June 13, 2022 Board meeting. At the December 6, 2022 board of commissioners approved the revised plans and specifications for rebid. Bids were opened Thursday, February 9<sup>th</sup>. We received bids for base bid (pickleball courts) plus alternate #1 (sand volleyball) and alternate #2 (bocce courts) from 3 entities: Earthwork Services, Newman Signs and Strata Corporation. Travis Dillman – Interstate Engineering stated that Earthwork Services was the low bid at \$551,212 and he conducted references checks and all were positive (the previous base bid was \$640,710). Amy Walters stated there is a balance of \$56,204 to be secured to complete the project. As of January 31, 2023, the TRAC Phase II Construction Fund has a balance of \$219,401. JPRD has secured a Land & Water Conservation Fund Grant for 50% of the project costs. The Jamestown Area Pickleball Club has committed to work to raise the remaining funds. The project completion date is October 2023. Alternate #1 sand volleyball and #2 bocce courts will work to complete in the future. Mindi Schmitz motioned to award the contract to Earthwork Services at the base bid amount of \$551,212 for construction of pickleball courts at Meidinger Splash Park. Mike Soulis seconded. All approved.

**Beverage/Pop Contract:** Our current five-year agreement with Pepsi ends February 28, 2023. Bids were opened at 1:00pm February 13<sup>th</sup>. We received 2 bids – Coca Cola and Pepsi.

	<b>Pepsi</b>	<b>Coca Cola Bottling</b>
<b>Annual concession Fee</b>	\$12,500	\$10,000
<b>Rebate per case</b>	\$0	\$5/case
<b>Vending Commission</b>	32%	25%
<b>Cost/ case</b>		
CSD	\$35	\$38
Water	\$25	\$25
Isotonic	\$35	\$32
Energy	\$18	\$50
Juice	\$19.16	\$36
Enhance Water	\$18.75	\$19.50

The committee recommends awarding a 5 year exclusive beverage agreement to Pepsi based upon no significant differences in fiscal impact and past history of delivery.

Mike Soulis motioned to award a 5-year exclusive beverage agreement to Pepsi. Mark Ukestad seconded. All approved.

**Audubon Society Urban Woods and Prairies Initiative – Restoration Site Plan Agreement:** The next step to remove buckthorn is to sign the Restoration Site Plan Agreement with Audubon Dakota. The City of Jamestown has approved and work has begun. Mark Ukestad motioned to sign the amended Site Plan Agreement with Audubon Dakota to move forward with invasive species removal on Jamestown Parks and Recreation land. Mike Landscoot seconded. All approved.

**NEW BUSINESS:**

**2023 Capital Outlay Budget:** JPRD is projected to receive \$260,800 for Capital Outlays.

Management team has prioritized the needs throughout the district:

<b>Equipment:</b>			
JPRD Toolcat 3 year Lease (2026) 80-5-000-06104	\$ 15,000.00	\$ 24,000.00	\$ 24,000.00
Hillcrest Rough Mower 3yr Lease (2025) 80-5-700-06104	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
Hillcrest Skidsteer 3yr Lease (2025) 80-5-700-06104	Trade in	\$ 16,620.00	\$ 16,620.00
TRAC Equipment 4yr Lease (2025) 80-5-900-06104	\$ 20,112.00	\$ 20,112.00	\$ 20,112.00
<b>Other:</b>			
Facility Signage 80-5-000-06105	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Park Improvements 80-5-000-06105	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Trapper Field Lighting 80-5-000-06105	\$ 15,000.00		
Klaus Archway Repair 80-5-000-06105	\$ 20,000.00		
Tennis Court Resurface 80-5-000-06105	\$ 40,000.00	\$ 40,000.00	
Unallocated 80-5-000-06105	\$ 24,188.00		
Hillcrest Improvements 80-5-700-06105	\$ 9,500.00		
Reserve Fund 80-5-000-06106	\$ 25,000.00		
<b>TOTAL LEVIED EXPENSES:</b>	<b>\$ 260,800.00</b>	<b>\$ 192,732.00</b>	<b>\$ 152,732.00</b>

Mike Landscoot motioned to approve the Capital Outlays – Facility Funds 2023-2025 as presented. Mike Soulis seconded. All approved.

**Requests for Qualifications for Construction Manager at Risk (CMaR) Services – McElroy Park Field Renovation:** A Construction Manager for the project can help identify construction challenges, budget concerns and value engineering opportunities early in the design and planning phases. This method was used for construction of Two Rivers Activity Center. A committee will review the proposals and bring to board for approval. Mindi Schmitz motioned to approve the Request for Qualifications for Construction Manager at Risk (CMaR) Services – McElroy Park Field Renovations as presented. Mike Soulis seconded. All approved.

**RFP for Strategic Planning and Long-Range Facility Planning Services:** Our current strategic plan ends in 2023, Amy Walters indicated we need a more comprehensive plan assessing facilities, properties and equipment with a plan for maintenance, renovation or replacement. There are funds allocated as part of the 2023 operating budget. Requesting to issue RFP for proposals for Strategic Planning and Facility Planning, forming a committee to review proposals and make a recommendation to the Board. Mindi Schmitz motioned to distribute the Request for Proposal for Strategic Planning and Facility Planning and form a sub-committee consisting of the JPRD Management Team and Mindi Schmitz to review all proposals and develop a recommendation for board approval. Mark Ukestad seconded. All approved.

**Employee Handbook Edits:** Bonnie Ukestad discussed annual review of the Employee Handbook and updates were needed due to policies implemented in 2022. Changes/Additions were reviewed by Management Team. Changes include:

- Adding Infant Friendly Workplace (policy was approved by board 08/2022)
- Adding Reasonable Suspicion Procedure
- Adding shift differential for designated positions

Mark Ukestad motioned to approve revisions to the Employee Handbook as presented. Mike Soulis seconded. All approved.

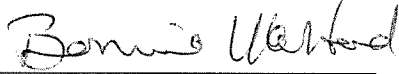
**REPORTS:**

Written reports were submitted.

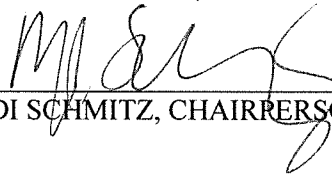
Amy Walters – Executive Director; Highlights;

- Bulk of January time was spent on hiring WSB Facility Manager
- Received a grant for refinishing Tennis courts
- Following legislative items
- Tammy Mewes partnering with Jamestown Public School on Literacy Lane at Solien-Denault park. JPS will provide \$50,000 for this project as part of a grant funded program.

Mark Ukestad motioned to adjourn. Adjourned meeting at 5:14 pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON