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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**  
**FROM: Amy Walters, Executive Director**  
**SUBJECT: Board Meeting – Monday, March 13, 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. Garrison Diversion Conservancy District Grant – Trapper Field Lighting**
  - B. Rental & Reservation Permit Procedure**
  - C. Policies**
    - i. Property Usage Policy**
    - ii. Ethics & Conflict of Interest Policy**
- IX. Reports – Management Reports Submitted (included in board packet)**
  - A. Executive Director**
- X. Adjournment**

**Next: Board Meeting Monday, April 10, 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 March 13, 2023

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

ABSENT: NONE

OTHERS: Bonnie Ukestad, Boya Quichocho, Erik Laber – City Forester

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

No Public communication. No additions or deletions to agenda.

Mark Ukestad made a motion to approve the February 13, 2023 regular meeting minutes. Ron Olson seconded. All approved.

Ron Olson made a motion to approve the bills and financial report. Mark Ukestad seconded. All approved.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**Garrison Diversion Conservancy District Grant – Trapper Field Lighting:** \$50,000 request in funding from the Garrison Diversion Conservancy District – Recreation Grant program to support costs of installing lighting at Trapper Field. Mark Ukestad motioned to approve the application submitted on behalf of the JPRD to the Garrison Diversion Conservancy District – Recreation Grant program to support costs of installing lighting at Trapper Field. Mike Landscoot seconded. All approved.

**Rental & Reservation Permit Procedure:** Currently JPRD does not have a procedure in place for special events, parades, runs, etc that occur in the parks and trails beyond the reservation for park shelters. Having a formalized process can help recover costs of hosting large events through permit fees for electrical usage and additional staff requirements. Mindi Schmitz motioned to approve the Rental and Reservation Permit Procedure as presented. Ron Olson seconded. All approved.

**Policies:**

- i. **Property Usage Policy:** Currently do not have a policy for employee use of JPRD property and having personal property at work. Equipment and vehicles owned by JPRD are to be used in the performance of Park District duties and functions of the Park District only. In addition, if an employee brings personal tools/equipment, they must catalog the item with their supervisor.
- ii. **Ethics and Conflict of Interest Policy:** Expands on the current Conflict of Interest Policy to include Ethics, Conflict of Interest, restrictions after leaving Park District, acceptance of gifts, etc. If passed this would replace the current Conflict of Interest Policy.

Mike Landscoot inquired about JPRD property such as bleachers, tents, etc being borrowed to groups/fundraisers (ie Running of the Green, rodeo, parades); who is responsible for damage, Requested to put on the board agenda for April.


Mike Soulis motioned to approve the Property Usage Policy and Ethics Policy as presented. Ron Olson seconded. All approved.

**REPORTS:**

Written reports were submitted.

Boya reported that membership numbers were higher than previously reported for January.

Ron Olson motioned to adjourn. Adjourned meeting at 4:17 pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON