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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Amy Walters, Executive Director**

**SUBJECT: SPECIAL BOARD MEETING Wednesday, April 19, 2023 7:00AM**

**LOCATION: Main Office 1002 2<sup>nd</sup> Ave SE**

- I. CMaR selection process for McElroy Park Field Renovation**
- II. Liquor license at Hillcrest Golf Course**

MINUTES OF THE SPECIAL BOARD MEETING DATED  
April 19, 2023

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

ABSENT: None

GUESTS: Amy Walters–Executive Director, Bonnie Ukestad, Travis Dillman–Interstate Engineering

Chairman Mindi Schmitz called the meeting to order at 7:00am.

**CMAr selection process for McElroy Park Field Renovation:** Amy Walters reported three written proposals were received from JE Dunn, Mammoth Sports Construction, and Roers Construction. Interviews were held with JE Dunn and Mammoth Sports Construction on Thursday April 13, 2023. Roers Construction choose to withdraw their proposal and not attend the interview.

The selection committee was comprised of Amy Walters- JPRD Executive Director, Travis Dillman- Interstate Engineering, Chris Thomas- Licensed Contractor, and Phil Stahl- EAPC Architects. This committee reviewed all written proposals and attended all interviews. The committee members individually scored both the written proposal and interviews. Those scores were compiled and presented in the Overall Ranking document. Both companies proposed CMAr fees of 4.75% with Mammoth including an additional 1% for bonding - Mammoth Sports Construction scored highest and is the recommendation of the committee.

Mike Soulis made a motion to approve the CMAR selection committee's recommendation to award the McElroy Park Field Renovation project to Mammoth Construction, and to authorize Executive Director to enter into negotiations with Mammoth Construction. Mark Ukestad seconded. All approved.

**Liquor license at Hillcrest Golf Course:** JPRD Foundation has been investigating holding liquor license at Hillcrest Golf Course for bottled beverages. Hillcrest is the only 18-hole course in ND, that we are aware of, does not have alcohol sales. A Park District cannot hold the license, discovered different options; contract/lease out, golf pro holds license, foundation holds license while park district operates. JPRD Foundation is looking to model holding the license with park district operating. We would need to change the current license with the city for the Foundation to hold the license but prior to doing so the Foundation is looking for Board of Commissioner approval to move forward. An agreement between the Foundation and JPRD for operations/responsibilities and splitting revenue will be developed.

Ron Olson made a motion for the Foundation to pursue liquor license at Hillcrest Golf Course. Mike Soulis seconded. All approved.

Mark Ukestad motioned to adjourn, Chairperson Mindi Schmitz adjourned meeting at 7:28am.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON