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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Amy Walters, Executive Director**

**SUBJECT: Board Meeting – Monday, May 8, 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. Bike Advocate Group – John Greenwood**
  - B. CMaR Agreement with Mammoth Construction**
  - C. 2024 Budget timeline**
  - D. Capital Outlay**
- IX. Reports – Management Reports Submitted (included in board packet)**
  - A. Executive Director**
- X. Adjournment**

**Next: Board Meeting Monday, June 12, 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 May 8, 2023

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

ABSENT: Mike Soulis

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad, John Greenwood & Greg White representing Bike Advocate Group and Kari Ness representing Jamestown Area Pickleball Group

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

Welcomed guests.

No Public communication. No additions or deletions to agenda.

Mark Ukestad made a motion to approve the April 10, 2023 regular meeting minutes and April 19, 2023 special meeting minutes. Mike Landscoot seconded. All approved.

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

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**Bike Advocate Group – John Greenwood:** A Bike Advocate Group has been formed with interest to connect walking/bike paths. John Greenwood stated the group would like to see safe routes to schools/parks with bikeways and are plotting maps. Bikeways would be shared lanes with motorists as streets are not wide enough for a dedicated lane. Asking for JPRD guidance.

**CMaR Agreement with Mammoth Construction:** There is typo on the agenda documentation provided – under Fiscal Impact 2<sup>nd</sup> paragraph it should say an additional 1.5% for required bonding instead of 1.25%. Amy Walters reported the CMaR fees were negotiated to 4% for design and construction with an additional 1.5% for required bonding. Originally total fees were 5.9%, after negotiation total fees will be 5.5%.

Mark Ukestad motioned to approve entering into a formal agreement with Mammoth Sports Construction to provide CMaR services for the McElroy Park Field Renovation Project upon legal review and concurrence. Ron Olson seconded. All approved.

**2024 Budget Timeline:** Bonnie Ukestad reviewed 2024 Budget Planning Timeline document.

- June 12<sup>th</sup> Board of Commissioners determine salary increases to incorporate into the working budget
- July 10<sup>th</sup> Preliminary budget presented to Board of Commissioners for approval
- August 10<sup>th</sup> Preliminary Budget deadline (August 14<sup>th</sup> regular board meeting)
- September 11<sup>th</sup> Tentative Budget Hearing following regular board meeting
- October 10<sup>th</sup> Final Budget deadline

Starting point of 5% across the board salary increase was recommended at manager's meeting with COLA & merit percentages decided later. Each percent is \$19,390 increase to the budget. No action required at this meeting. Will need to decide a percentage at June meeting.

**Capital Outlay:** Amy Walters discussed changes to the 2023 capital outlay budget. We received \$24,176 in revenue from the equipment auction which will go to capital outlay revenue. With this additional revenue and carryover, requesting to allocate \$70,000 to Meidinger Court Construction Project. This was an oversight when the project was approved by the Board of Commissioners. Only the construction costs of \$551,212 were considered, not the design and engineering fees, contingency, and advertising fees estimated to be \$69,995.

Mindi Schmitz made a motion to allocate \$70,000 from the Capital Outlay Fund to the Meidinger Court project. Mark Ukestad seconded. All approved.

**REPORTS:**

Written reports were submitted.

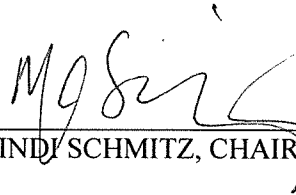
Amy Walters reported:

- Foundation Board approved moving forward with the liquor license and having our attorney rewrite the class G license. The foundation board is considering increasing liability coverage. Current coverage is \$2 million per incident which we pay \$1400 per year. Liability coverage can be increased in \$1 million increments up to \$10 million. Increasing to \$10 million is an additional \$5500. Increasing to \$4 million would be \$1480 additional. We can't increase the liability amount until our insurance renewal in February. In addition, there is a \$300 liquor liability fee.
- Renovations of JBS, McElroy Park and Hillcrest Softball complex bathroom are complete with exception of some minor painting, tiles, etc
- Rummage Sale for old furniture, miscellaneous items will be May 25-26
- Trapper Field Lights have been ordered and will be installed this summer
- Compressors off at WSB
- Hillcrest opened May 3<sup>rd</sup>

Mark Ukestad motioned to adjourn. Ron Olson seconded. Adjourned meeting at 4:44pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON