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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Amy Walters, Executive Director
SUBJECT: Board Meeting –Monday, November 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
 - A. Employee Group Health Insurance – Proposed changes to grandfathered coverage
- VIII. New Business
 - A. Hockey Day North Dakota Outdoor Skating Rink
 - B. Alcohol Sales at Hillcrest – Agreement between JPRD & Foundation
 - C. Leapaldt Park Play Equipment Replacement
 - D. McElroy Parking Lot Petition to City of Jamestown
 - E. ADA Restroom Renovations
- IX. Reports – Management Reports Submitted (included in board packet)
 - A. Executive Director
- X. Adjournment

Next: Board Meeting Monday, December 11, 2023 4:00pm

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 November 13, 2023

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

ABSENT: None

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad, Jeff Romsdal representing Hockey Day North Dakota and Joyce Heinrich representing JPRD Foundation

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

Welcome guests. No Public Communication.

Mark Ukestad made a motion to add Kayak Kiosk Agreement to the agenda under New Business. Mike Landscoot seconded. All approved.

Ron Olson made a motion to approve the October 11, 2023 regular meeting minutes. Mark Ukestad seconded. All approved.

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

OLD BUSINESS:

Employee Group Health Insurance - Proposed changes to grandfathered coverage

Legal opinion was again included in board packet. Letter states essentially, we can make changes to grandfathered employee benefits and we may want to make changes since we are treating employees two different ways. Board members wanted more time to review proposals that were in the August board packet. Mike Landscoot made a motion to table and bring to next board meeting prepared to make decision. Mark Ukestad seconded. All approved.

NEW BUSINESS:

Hockey Day North Dakota Outdoor Skating Rink – Jeff Romsdal, representing Hockey Day North Dakota is requesting a permanent location of their outdoor rink at McElroy Park. Construction of the rink would be donated to JPRD. They use chiller mats and for the event they rent a chiller for a month which they would still maintain responsibility for the approximate \$15,000 cost. The group would like to concrete the area where current rink is at McElroy Park – pipes with coolant would be under the concrete and they would be responsible for pipe repairs. Mindi inquired who is Hockey Day ND group, Jeff stated Hockey Day North Dakota is part of Pure Hockey Skills as a separate committee. Board packet included a proposal, proposal comments and contract between JPRD & Pure Hockey Skills, LLC. Since the contract was drawn up by Jeff Romsdal's business attorney board of commissioners would like JPRD Attorney to review. May need to be temporary (without concrete). Mike Soulis made a motion to authorize Amy Walters to work with legal counsel to develop an agreement for the construction and operation of an outdoor rink at McElroy Park. Ron Olson seconded. All approved. Due to time constraints, Amy will contact attorney in the morning and communicate back to the board and Jeff.

Alcohol Sales at Hillcrest – Agreement between JPRD & Foundation – Agreement is included in the board packet was drawn up by our attorney and Foundation has reviewed. An agreement is needed to submit with the application for the alcohol license. Mark Ukestad made a motion to approve Hillcrest Alcohol Agreement as presented and direct Mindi Schmitz and Amy Walters to sign on behalf of Jamestown Parks and Recreation. Mike Soulis seconded. All approved.

Leapaldt Park Play Equipment Replacement – Amy Walters reported three pieces of play equipment at Leapaldt Park that need to be removed due to safety concerns; large brown and yellow slide, circle swings, and saucer. All three pieces have been identified as significant safety issues and identified for removal in Fall 2023. We have opportunity to replace equipment with a swing (Brava) and spinner (Volta) at end of year discount price of \$14,466 – prices increase in December 2023. We would purchase now, store for the winter and install in the spring. Both replacement pieces are accessible for all. Mike Soulis made a motion to purchase the Brava and Volta play equipment utilizing Capital Outlay funding. Mike Landscoot seconded. All approved.

McElroy Parking Lot Petition to City of Jamestown – An expanded parking lot is planned as part of the McElroy Field Renovation project. A special assessment district can be created by the City of Jamestown to pay for this portion of the project. Special assessments are currently in place to fund the maintenance and replacement of parking lots and paved pathways at Hillcrest, Winter Sports Building and Two Rivers Activity Center. Special assessments are currently in place to fund the maintenance and replacement of parking lots and paved pathways at Hillcrest, Winter Sports Building and Two Rivers Activity Center. The special assessment district would be created and the costs of the project would be assessed back to Jamestown Parks and Recreation for payment through a separate levy designated for special assessments.

Amy mentioned we would demo maintenance shop and skate park for the parking lot. Both would be relocated.

Mark Ukestad made a motion to authorize Amy Walters, ED and Mindi Schmitz, board chair, to submit a formal request to the City of Jamestown to create a special assessment district for the construction of a parking lot at McElroy Park Fields. Ron Olson seconded. All approved.

ADA Restroom Renovations – JPRD has \$50,000 in Capital Outlay fund towards restroom renovations. In 2023 renovations were completed at Jack Brown Stadium, Hillcrest Softball, and McElroy Park Softball. Hillerud Construction has been completing these renovations subcontracting with Mackke Plumbing and Heating. The next phase includes Meidinger Park Warming House, Klaus Park Restrooms, Bunker Restrooms, Hillcrest Soccer Restrooms & Nickeus Park Restrooms. Included in the board packet was a cost breakdown by facility from Hillerud Construction for Meidinger Park, Klaus Park and Bunker Restrooms. Amy Walters recommends to accept pricing as presented and move forward with Bunker & Meidinger restroom renovations in Winter 2023/2024 and Klaus Park in Spring/Summer 2024.

Mike Landscoot made a motion to authorize Amy Walters to work with Dave Hillerud, Hillerud Construction, to move forward with renovations as presented at the Bunker and Meidinger Park. Mike Soulis seconded. All approved.

Kayak Kiosk Agreement – Amy Walters submitted a grant request to Jamestown Tourism and secured funding to provide a self-service kayak kiosk at Nickeus Park. Grant funding of \$18,000 will pay for installation of one self service kayak kiosk and JPRD will receive 50% of the rental revenue generated. Rent!Fun provides the kiosk. Mike Soulis made a motion to authorize Amy Walters, ED and legal counsel to finalize contract with Rent!Fun to provide a self-service kayak kiosk at Nickeus Park. Mike Landcoot seconded. All approved.

REPORTS:

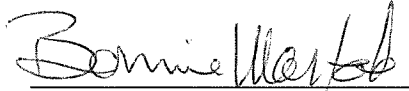
Written reports were submitted.

Amy Walters reported:

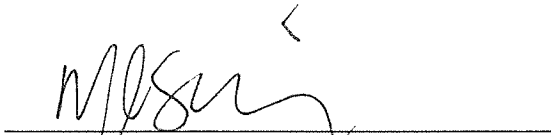
- Comprehensive Parks Planning is underway – written report in board packet. Facilities assessments are planned for Thursday

- Fraud Risk Assessment completed
- Planning to relocating maintenance shop to back-office area.
- Adding a couple walls to make office for Tammy and move Tyler closer to doors for reception area.
- Groundbreaking ceremony for McElroy Field Renovations Friday November 17th 3:00pm

Mark Ukestad motioned to adjourn. Ron Olson seconded. Adjourned meeting at 5:40pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON