



1002 2nd Ave SE
Jamestown, ND 58401

jamestownparksandrec.com

office@jamestownparksandrec.com

701.252.3982



TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Amy Walters, Executive Director
SUBJECT: Board Meeting –Monday, February 12, 2024 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. Capital Outlay Budget**
 - B. Revisions to Employee Handbook**
 - C. Resolution to approve the Agreement for Engineering Services with Interstate Engineering for the McElroy Park Improvement District 2024-1 and authorizing the President and Director to execute the same.**
 - D. Resolution to approve authorizing the President and Director to seek financing for the McElroy Park Improvement District 2024-1 through a Bank of North Dakota Revolving Loan Fund and execute all required procedures and instruments to apply for said loan.**
 - E. Resolution directing a preliminary engineering report by Interstate Engineering.**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

Next: Board Meeting Monday, March 11, 2024 4:00pm

Jamestown Parks & Recreation Department Meetings will follow Roberts Rules of Order

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 12, 2024

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

ABSENT: Mike Soulis

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad, Boya Quichocho, Erik Laber

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

No guests. No Public Communication. No additions or deletions to the agenda

Mark Ukestad made a motion to approve the January 8, 2024 regular meeting minutes. Mike Landscoot seconded. All approved.

Ron Olson made a motion to approve the bills and financial report. Mark Ukestad seconded. Roll call: Mark Ukestad - yes, Ron Olson - yes, Mike Landscoot – yes, Mindi Schmitz – yes, Mike Soulis - Absent. Approved.

OLD BUSINESS:

None

NEW BUSINESS:

Capital Outlay Budget

Amy Walters reviewed the Capital Outlay Budget included in board packet. Revenue: Prior years unexpended \$257,144.43, Annual Pepsi Contract \$12,500.00, Levied \$283,950.00 for a total of **\$553,594.43**.

Expenditures:

\$88,843.00 in committed lease/loans

\$15,000.00 Facility Signage (Liechty, Leapaldt, WSB)

\$75,000.00 Park Improvements – finish restroom renovations, replace playground pieces

\$100,000.00 McElroy Field Renovations

\$15,000.00 JBS Improvements–backside of homeplate, walkup and coaches boxes needs replacement.

\$25,000.00 Administrative Building Renovations – updates to move maintenance shop to Admin bldg.

\$36,000.00 Hillcrest Improvements – Sandtraps, proshop updates for alcohol sales, redecorate

\$25,000.00 Meidinger Court Construction – Sand volleyball courts

\$25,000.00 TRAC Improvements – play structure netting, blinds for window

\$40,000.00 WSB Improvements – Audio System, Zamboni service work

\$20,000.00 Bunker Improvements – Audio/technology updates, flooring kitchen area and bathrooms

\$13,751.43 Unallocated

\$75,000.00 Reserve Fund

Revisions to Employee Handbook

Annual review of Employee Handbook to propose any revisions to the current Employee Handbook.

Changes include:

- Adding Open Records
- Adding Media Interactions & Social Media
- Adding Garnishments
- Modifying Dress/Image
- Modifying Jamestown Parks and Recreation Department Property and Technology
- Modifying Temporary Employees

- Modifying Funeral Leave
- Modifying Health Insurance
- Modifying Pension
- Modifying Workforce Safety and Insurance
- Modifying Meal and Travel Reimbursements
- Modifying Other Benefits

Ron Olson made a motion to approve revisions to the Employee Handbook as presented. Mike Landscoot seconded. All approved

Resolution to approve the Agreement for Engineering Services with Interstate Engineering for the McElroy Park Improvement District 2024-1 and authorizing the President and Director to execute the same

Amy Walter reported to move forward with the required steps as outlined by Leo Ryan, JPRD attorney, to create an Improvement District at McElroy Park to potentially include building demolition, parking lot construction, and aligned utility improvements.

The City of Jamestown and Jamestown Parks and Recreation have entered into a JPA to facilitate the creation and execution of an Improvement District at McElroy Park. Leo Ryan, Dalsted & Ryan Attorneys at Law, and Travis Dillman, Interstate Engineering, have developed a timeline of necessary steps for JPRD to complete to be in compliance with ND Century Code. This process will be executed over the next several months of Board of Commission meetings.

The project cost is unknown at this time. Recommendation is for JPRD to seek financing for the Improvement District through the Bank of North Dakota Infrastructure Revolving Loan Fund. This fund has an interest rate set at 2%. The repayment of this loan will be made through funds levied for special assessments.

Mark Ukestad made a motion to approve the Agreement for Engineering Services with Interstate Engineering for the McElroy Park Improvement District 2024-1 and authorizing the Chair and Executive Director to execute the same. Ron Olson seconded. Roll call: Mike Landscoot – yes, Mindi Schmitz – yes, Ron Olson - yes, Mark Ukestad – yes, Mike Soulis - Absent. Approved.

Resolution to approve authorizing the President and Director to seek financing for the McElroy Park Improvement District 2024-1 through a Bank of North Dakota Revolving Loan Fund and execute all required procedures and instruments to apply for said loan.

Mark Ukestad made a motion to approve authorizing the Chair and Executive Director to seek financing for the McElroy Park Improvement District 2024-1 through a Bank of North Dakota Revolving Loan Fund and execute all required procedures and instruments to apply for said loan. Mike Landscoot seconded. Roll call: Mindi Schmitz – yes, Ron Olson - yes, Mark Ukestad – yes, Mike Landscoot – yes, Mike Soulis - Absent. Approved.

Resolution directing a preliminary engineering report by Interstate Engineering.

Mike Landscoot made a motion to direct a preliminary engineering report by Interstate Engineering. Ron Olson seconded. Roll call: Ron Olson - yes, Mark Ukestad – yes, Mike Landscoot – yes, Mindi Schmitz – yes, Mike Soulis - Absent. Approved.

REPORTS:

Written reports were submitted.

Amy Walters reported:

- Plan to attend public meeting on February 22nd 6:30pm at the Bunker

- Giving Hearts Day – Foundation received over \$18,000
- Committee for Hillcrest sale of alcohol has been meeting
- Bridge replacement project – working on design. Project to begin July/August (city of Jamestown received department of transportation grant)
- Spring/Summer activity guide is out
- Bonnie & Boya will be attending the Revenue Development and Management School in West Virginia. Next year they will attend year 2 and will send another manager for year 1.

Mark Ukestad motioned to adjourn. Adjourned meeting at 4:43pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON