



**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**  
**FROM: Amy Walters, Executive Director**  
**SUBJECT: Board Meeting –Monday, March 11, 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. Grant approval for Garrison Diversion Recreation Grant**
  - B. Presentation of the Preliminary Engineering Report from Interstate Engineering on the McElroy Park Parking Lot Improvement Project**
  - C. Public Hearing: Public hearing on the McElroy Park Parking Lot Improvement District 2024-1**
  - D. To Consider the Petition for McElroy Park Parking Lot Improvement District 2024-1**
  - E. Resolution to Determine the Sufficiency of the Petition for the McElroy Park Parking Lot Improvement District 2024-1**
  - F. Resolution to create McElroy Park Parking Lot Improvement District 2024-1 as identified in the Preliminary Engineering Report**
  - G. Resolution to direct Interstate Engineering to prepare detailed plans, specifications and estimates for the construction of the project.**
- IX. Reports – Management Reports Submitted (included in board packet)**
  - A. Executive Director**
- X. Adjournment**

**Next: Board Meeting Monday, April 8, 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 March 11, 2024

PRESENT: Chairperson Mindi Schmitz, Mark Ukestad, Mike Landscoot, Ron Olson, Mike Soulis (By Phone)

OTHERS: Amy Walters-Executive Director, Ann Haut, Travis Dillman

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 February 12, 2024 regular meeting minutes. Ron Olson seconded. All approved.

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

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**Grant approval for Garrison Diversion Recreation Grant**

The Garrison Diversion Recreation Grants have been used for a handful of projects by JPRD including Trapper Field and McElroy Field Renovation Project. Included in the documentation is a request of \$75,000.00 to be used for the Nickeus Park renovations and All-Abilities Playground project.

Mark Ukestad made a motion to approve the application submitted on behalf of JPRD to the Garrison Diversion Conservancy District- Recreation Grant program to support costs of renovating Nickeus Park and installation of an All-Abilities Playground. Mike Landscoot seconded. Roll call: Mike Landscoot – Yes, Mindi Schmitz – Yes, Ron Olson - Yes, Mark Ukestad – Yes, Mike Soulis – Yes. Approved.

**Presentation of the Preliminary Engineering Report from Interstate Engineering on the McElroy Park Parking Lot Improvement Project**

Travis Dillman from Interstate Engineering presented some of the main points of the project. Cost of the project is estimated to be \$1.275 million.

Ron Olson made a motion to approve the Preliminary Engineering Report prepared by Interstate Engineering. Mark Ukestad seconded. Roll call: Mindi Schmitz – Yes, Ron Olson - Yes, Mark Ukestad – Yes, Mike Soulis - Yes, Mike Landscoot – Yes. Approved.

**Public Hearing: Public hearing on the McElroy Park Parking Lot Improvement District 2024-1**

Chair Schmitz called the public hearing to order. No public here in attendance or submissions presented prior to the hearing. Hearing adjourned.

**To Consider the Petition for McElroy Park Parking Lot Improvement District 2024-1**

Mike Landscoot asked for clarification regarding the building demolition and if those costs were included in the parking lot project. Travis Dillman indicated the parking lots and building demolition are two separate projects but are working together. Mike Landscoot voiced concerned about not having a restroom near the shelter for renters. Amy stated that a new restroom will be built as part of the field renovation project that would be available for park users.

Discussion regarding the funding mechanism for the project with clarification provided that the project will be paid through JPRD Special Assessments levy for 7 years.

Mike Soulis made a motion to approve the Petition for McElroy Park Parking Lot Improvement District 2024-1. Ron Olson seconded. Roll call: Ron Olson - Yes, Mark Ukestad – Yes, Mike Soulis – Yes, Mike Landscoot – Yes, Mindi Schmitz – Yes. Approved.

**Resolution to Determine the Sufficiency of the Petition for the McElroy Park Parking Lot Improvement District 2024-1**

This is to Authorize a detailed prospectus for the meeting next month to be used to award contracts.

Ron Olson made a Motion to Determine the Sufficiency of the Petition for the McElroy Park Parking Lot Improvement District 2024-1. Mike Soulis seconded. Roll call: Mark Ukestad – Yes, Mike Soulis – Yes, Mike Landscoot – Yes, Mindi Schmitz – Yes, Ron Olson – Yes. Approved.

**Resolution to create McElroy Park Parking Lot Improvement District 2024-1 as identified in the Preliminary Engineering Report**

Mark Ukestad made a Motion to create McElroy Park Parking Lot Improvement District 2024-1 as identified in the Preliminary Engineering Report. Mike Landscoot seconded. Roll call: Mike Landscoot – Yes, Mindi Schmitz – Yes, Ron Olson - Yes, Mark Ukestad – Yes, Mike Soulis – Yes. Approved.

**Resolution to direct Interstate Engineering to prepare detailed plans, specifications and estimates for the construction of the project.**

Ron Olson made Motion to direct Interstate Engineering to prepare detailed plans, specifications and estimates for the construction of the project. Mark Ukestad seconded. Roll call: Ron Olson - Yes, Mark Ukestad – Yes, Mike Soulis – Yes, Mike Landscoot – Yes, Mindi Schmitz – Yes. Approved.

**REPORTS:**

Written reports were submitted.


Amy Walters reported:

- Comprehensive Planning Meeting – Concern was connectivity of Parks and Trails.
- Online Survey will be coming soon to our website.
- WSB user costs for beginning and end of season.
- Bonnie and Boya are at Revenue Development and Management School in West Virginia for first year, next year they will attend the second year and another manager will attend the first year.
- John, Josh and Corey attended the NCTGA Turf conference in Fargo.
- Someone will be attending the playground and safety.
- Chris will be attending the MIAMA conference in June.
- John says there are still wet spots on the course, not sure when Golf Course will open for season.
- Still working on the Alcohol license at the Golf Course. Alcohol will be supplied by both Bergseth Bros. Co. and Valley Sales Co.

Mark Ukestad motioned to adjourn. Adjourned meeting at 4:38pm.



ANN HAUT, CLERK

  
MINDI SCHMITZ, CHAIRPERSON