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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Amy Walters, Executive Director

SUBJECT: Board Meeting –Monday, April 8, 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. Vending Agreement at Winter Sports Building**
 - B. Resolution to approve the plans, specifications and estimate for construction on the McElroy Park Parking Lot Improvement District 2024-1**
 - C. Resolution to authorize the advertisement for bids for the McElroy Park Parking Lot Improvement District 2024-1**
 - D. Initial Resolution for the Issuance of General Obligation Park Facilities Bonds, Series 2024A.**
 - E. Closure of McElroy Park Roadways**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

Next: Board Meeting Monday, May 13, 2024 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 JamestownParks 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 April 8, 2024

PRESENT: Chairperson Mindi Schmitz, Mike Landscoot, Ron Olson, Mike Soulis, Mark Ukestad (arrived late)

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad, Boya Quichocho, Erik Laber, Travis Dillman – Interstate Engineering

GUESTS: Jason Falk and Kevin Sortland representing Jaybal

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

Welcomed guests. No Public Communication. No additions or deletions to the agenda. Mike Soulis requested item D under new business be moved to when Commissioner Ukestad arrives.

Mike Landscoot made a motion to approve the March 11, 2024 regular meeting minutes. Mike Soulis seconded. All approved.

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

OLD BUSINESS:

None

NEW BUSINESS:

Vending Agreement at Winter Sports Building

Amy Walters reported that IceHawk Sports, LLC - Riley Schafer has requested to enter into an agreement to vend hockey equipment out of a machine at the Winter Sports Building. An agreement has been presented by IceHawk and reviewed by legal counsel, Abby Geroux. JPRD will receive 5% of sales from this vending agreement. This is similar to our agreement with concessionaires. The agreement is for 12 months. Essentially, the only cost to the district is for electricity when unit is plugged in. Mike Soulis made a motion to authorize Amy Walters, JPRD Executive Director to sign the Vending Machine Agreement with IceHawk Sports, LLC as presented. Mike Landscoot seconded. Roll call: Mike Landscoot – Yes, Ron Olson - Yes, Mindi Schmitz – Yes, Mike Soulis – Yes. Approved.

Resolution to approve the plans, specifications and estimate for construction on the McElroy Park Parking Lot Improvement District 2024-1

Travis Dillman from Interstate Engineering informed there will be 115 regular parking spaces and 5 handicapped spaces, soils are typical and bid opening is May 9, 2024. Amy Walters reminded the board the cost for demolition of maintenance buildings is budget in the capital outlays. Including moving the white part of garages over to the administrative building to connect to the small existing gray garage. Moving building and new concrete is estimated at \$35,000.

Mike Landscoot made a motion to approve the resolution for plans, specifications and estimate for construction on the McElroy Park Parking Lot Improvement District 2024-1. Mike Soulis seconded. Roll call: Ron Olson - Yes, Mindi Schmitz – Yes, Mike Soulis - Yes, Mike Landscoot – Yes. Approved.

Resolution to authorize the advertisement for bids for the McElroy Park Parking Lot Improvement District 2024-1

Ron Olson made a motion to authorize the resolution of advertisement for bids for the McElroy Park Parking Lot Improvement District 2024-1. Mike Landscoot seconded. Roll call: Mindi Schmitz – Yes, Mike Soulis – Yes, Mike Landscoot – Yes, Ron Olson - Yes. Approved.

Initial Resolution for the Issuance of General Obligation Park Facilities Bonds, Series 2024A

Amy Walters reported the current estimated project cost is \$4,661,000.00 for phase one. The fundraising committee currently has received donations totaling \$1,446,558 and grant commitments of

\$995,000. An additional \$1,287,573 in donations have been pledged to be paid over the next three years.

Financing needs to be secured to accommodate for the pledged donations not yet received and the remaining fundraising to be completed, approximately \$1,106,000. In consultation with John Shockley, Bond Counsel- OhnstadTwichell, he recommends Issuance of General Obligation Park Facilities Bonds. The maximum amount of the Bonds proposed to be issued is \$2,500,000 with an annual repayment of \$180,000 over a 20-year period.

Jason Falk and Kevin Sortland discussed the Baseball Fundraising Committee is committed to the project and will continue to raise funds. They have been meeting weekly for approximately 2 years. Jaybal is also looking to raise funds. Commissioners thanked them for their time and effort on this project.

Mike Soulis expressed concern that the full amount of the project cost was not already raised and asked if JPRD had anything in writing from Jaybal expressing their commitment to finish fundraising for the total project cost.

Mark Ukestad made a motion to approve the initial resolution for the issuance of general obligation park facilities bonds, series 2024A and to appropriately publish the notice in the Jamestown Sun. Ron Olson seconded. Mike Soulis – No, Mike Landscoot – Yes, Mark Ukestad – Yes, Ron Olson – Yes, Mindi Schmitz – Yes. Approved.

Closure of McElroy Park Roadways

Amy Walters is requesting to close the interior roadways at McElroy Park (dirt roads) keeping the paved outside loop open using gates or something similar as there are issues with people driving on the grass. Commissioner agreed but did not feel a motion was necessary. Amy will work with Corey Genter, Facilities & Parks Operations Manager to close interior roadways.

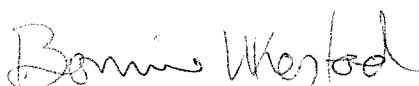
REPORTS:


Written reports were submitted.

Amy Walters reported:

- Comprehensive Planning – hoping for 300 paper surveys returned and received 335. Online survey has over 500 respondents.
- Teresa Schlenker has been hired as Management Team Assistant she will start April 15th
- Received \$50,000 Garrison Grant for Nickeus Park All Inclusive Playground
- Bridge replacement – delayed due to state permitting – potentially 2025
- Golf Course opens Wednesday. Driving range opened last Friday.
- Alcohol sales at golf course to start soon – product arriving this week.
- Forestry is working on 3 grants all in McElroy Park:
 - Removal of trees around Sertoma Shelter and playground equipment
 - Planting trees for field renovation project/parking lot
 - Planning grant to secure a landscape architect for McElroy Park Landscape Plan
- Disc Golf has submitted grant to Tourism for chains and bin replacement at Klaus Park. Disc Golf would like to extend concrete pads as they are not a correct dimensions and playground equipment is in playing area (was supposed to be removed)
- Pure Hockey has cancelled over \$9,000 of ice rental time at WSB. Will need to look at contracts going forward to guarantee minimum number of hours outside of regular ice schedule.

Mark Ukestad motioned to adjourn. Adjourned meeting at 4:58pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON