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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Amy Walters, Executive Director
SUBJECT: Board Meeting –Monday, May 13, 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. Agreement with Central Sales (Jeff Romsdal) regarding donation of outdoor hockey rink
 - B. Request by Scherbenske Inc to use Liechty Park for construction
 - C. Financing McElroy Park Field Project- John Lundby Colliers Securities
 - D. Guaranteed Maximum Price Amendment with Mammoth Sports Construction for McElroy Park Field Renovation Project
 - E. Motion to Award Bid for McElroy Park Parking Lot Construction
 - F. Resolution to enter into a loan with Bank of North Dakota for McElroy Park Parking Lot Construction
 - G. 2025 Budget Timeline
- IX. Reports – Management Reports Submitted (included in board packet)
 - A. Executive Director
- X. Adjournment

Next: Board Meeting Monday, June 10, 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 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 13, 2024

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

ABSENT: Mike Soulis

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

GUESTS: Matt Perkins, Jason Falk, Mark Anderson and Kevin Sortland representing Jaybal, John Lundby representing Colliers, Jeff Romsdal representing Central Sales and Josh Meade - citizen

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

Welcomed guests. No Public Communication. Additions to the agenda H. City of Jamestown Joint Powers Agreement – McElroy Park Force Main Project.

Mark Ukestad made a motion to approve the April 8, 2024 regular meeting minutes. Ron Olson seconded. All approved.

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

OLD BUSINESS:

None

NEW BUSINESS:

Agreement with Central Sales (Jeff Romsdal) regarding donation of outdoor hockey rink:
Central Sales (Jeff Romsdal) has requested to enter into an agreement to donate equipment to construct an outdoor hockey rink at McElroy Park. He approached the JPRD Board of Commissioners in November of 2023 with a proposal. At that time JPRD Board directed Amy Walters to work with legal counsel to develop an agreement for the construction and operation of an outdoor rink at McElroy Park. JPRD Attorney has written a Donation Agreement between JPRD and Central Sales which was included in the board packet. At this time, construction costs are unknown, however the agreement details cost of the construction of the rink will be donated to JPRD. Ongoing maintenance, staffing demands and utilities will likely increase. There is potential that the new facility will provide an opportunity for JPRD to offer fee-based programming at the location to generate revenue.

Jeff Romsdal reviewed the document with his attorney. A couple items to note is the Zamboni is an Olympia and would stay property of Central Sales and would like to have Central Sales have right to first refusal to name rink if future donations are solicited.

A separate written agreement for the Hockey Day North Dakota Event will need to be developed. All parties agreed to table until written agreement for Hockey Day Event is completed before entering into a contract for Donation. The first step to start this process for an event agreement will be for Jeff to start the process of completing a park usage permit for Hockey Day on the JPRD website.

Request by Scherbenske Inc to use Liechty Park for construction staging: Scherbenske Inc has requested use of a small portion of Liechty Park to stage construction materials for the City of Jamestown Watermain Project. Tyler Michel, City of Jamestown Public Works Director, notified Amy that Scherbenske Inc was looking for an area to stage construction materials for the upcoming City Watermain Project. He indicated that there was not an appropriate city owned property near the construction area and indicated that Liechty Park was identified as a potential location. Nolan Turin and Steve Attleson with Scherbenske Inc requested a 200ft x 200ft area.

Mark Ukestad made a motion to authorize Amy Walters, JPRD Executive Director to sign the Landowner Agreement with Scherbenske Inc for the use of Liechty Park for staging of construction materials. Ron Olson seconded. All approved.

Financing McElroy Park Field Project – John Lundby, Colliers Securities John Lundby detailed the general obligation bond process. The notice of sale, mandated by the North Dakota century code will be presented at the June meeting and published in the newspaper to proceed with bond issuance. A special meeting is scheduled for June 24th at 4:00pm to finalize the bond sale financing.

Guaranteed Maximum Price Amendment with Mammoth Sports Construction for McElroy Park Field Renovation Project: This is considered GMP A for phase I of the McElroy Park Field Renovation Project. This includes site excavation, earthwork, utilities, central plaza concrete, concession/restroom building construction, landscaping and irrigation. The total cost for GMP A is \$1,930,728.

Upon finalizing financing and the issuance of GO Bonds in late June of 2024 GMP B will be presented to the JPRD Board for approval. GMP B will include field construction, dugouts, shade structures, site concrete/sidewalks, and site furnishings.

Construction timeline is estimated for a June 15, 2024 start date with substantial completion occurring by December 31, 2024.

Total cost of project \$4.7 million.

Mark Ukestad made a motion to approve Guaranteed Maximum Price A amendment for McElroy Park Field Renovation Project with Mammoth Sports Construction and direct Amy Walters to sign amendment. Mike Landscoot seconded. Roll Call Ron Olson – Yes, Mark Ukestad – Yes, Mike Landscoot – Yes, Mindi Schmitz – Yes. All approved.

Motion to Award Bid for McElroy Park Parking Lot Construction: Travis Dillman from Interstate Engineering announced that the bid opening took place last week, and only one bid was received. Border States, a reputable company, submitted a bid that was below the estimated cost, at \$839,000. The project is scheduled for the Fall of 2024. Ron Olson motioned to award the bid to Border States, with Mark Ukestad seconding the motion. Roll Call: Mark Ukestad – Yes, Mike Landscoot – Yes, Mindi Schmitz – Yes, Ron Olson - Yes. All approved.

Resolution to enter into a loan with Bank of North Dakota for McElroy Park Parking Lot Construction: At the February 12, 2024 the Board of Commissioners approved an agreement for Engineering Services with Interstate Engineering (IE) and directed a Preliminary Engineering Report be completed. In addition, the board approved moving forward with financing through Bank of North Dakota Infrastructure Revolving Loan Fund. At the March 11, 2024 Board of Commissioners meeting the Board approved the Preliminary Engineering Report as prepared by IE. In addition, a public meeting was held regarding the Improvement District and created the Improvement District. Finally, the board directed IE to prepare detailed plans, specifications and estimates for the construction of the project. April 8, 2024 JPRD Board of Commissioners approved the plans, specifications and estimate presented by IE for construction on the McElroy Park Parking Lot Improvement District 2024-1

\$1,200,000 loan through the Bank of North Dakota Infrastructure Revolving Loan Fund at a 2% interest rate with a 7-year term. Payment will be made through funds levied for special assessments through the creation of the Improvement District. First payment in 2025 would be interest only.

Mark Ukestad made a motion to approve the financing resolution for the McElroy Parking Lot Improvement District No. 2024-1, Definitive Improvement Warrant, Series 2024 in the amount of \$1,200,00.00, authorize the Chairperson Mindi Schmitz to sign the resolution and to further authorize the Chairperson to take any action necessary to secure the loan with the Bank of North Dakota with Mike Landscoot seconding the motion. Roll Call: Mike Landscoot – Yes, Mindi Schmitz – Yes, Ron Olson – Yes, Mark Ukestad - Yes. All approved.

2025 Budget Timeline: Bonnie Ukestad reviewed the 2025 Budget Timeline document that was included in the board packet. Noting the preliminary budget deadline is August 10th, 2 days prior to our regular board meeting August 12th. It will be necessary to approve the preliminary budget at the July board meeting, or else we will need to schedule a special meeting to meet the deadline. The Board of Commissioners will decide on preliminary salary increases at the June meeting to include those figures in the presentation of the preliminary budget at July meeting. The document presented five different increases for guidance.

City of Jamestown Joint Powers Agreement – McElroy Park Force Main Project: Amy Walters stated that throughout the construction design process for the McElroy Park Field Renovation Project, it was identified that a main sewer line (force main) was located directly underneath the area that was planned for the Babe Ruth feature field. After discussion with the City, it was determined that the force main would be relocated to an area of the fields that would reduce the impact to the facility if failure were to occur in the future. All project costs will be incurred by the City of Jamestown. JPRD will provide an easement to City of Jamestown. Ron Olson made a motion to enter into Joint Powers Agreement with City of Jamestown for sanitary sewer force main at McElroy Park fields and authorize Mindi Schmitz to sign with Mike Landscoot seconding. Roll Call: Mindi Schmitz – Yes, Ron Olson – Yes, Mark Ukestad – Yes, Mike Landscoot - Yes, Approved.

REPORTS:

Written reports were submitted.

Amy Walters reported:

- Water is on at facilities. Irrigation coming on soon.
- Irrigation control system at Hillcrest Golf Course failed – replacement is \$10K with it being absorbed in the HC budget as a monthly payment.
- WSB is shut down and had refrigeration tech check systems, discovered one compressor needs replacing \$12K with it being absorbed in the capital outlays budget
- Zamboni is in Wisconsin getting an overhaul.
- Klaus Park walking bridge was damaged in a motor vehicle accident. Currently it is closed off until determined safe. This bridge is scheduled to be replaced.
- Working with Gordon on the data coming back from the comprehensive planning.

Special Meeting scheduled for Monday, June 24, 2024 at 4:00pm

Mark Ukestad motioned to adjourn. Adjourned meeting at 5:06pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON