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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Amy Walters, Executive Director
SUBJECT: Board Meeting –Monday, June 10, 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**
 - A. Agreement with Jeff Romsdal regarding donation of outdoor hockey rink**
- VIII. New Business**
 - A. Tom Wilson Memorial Bullpen Project**
 - B. General Obligation Park Facilities Bonds, Series 2024A Resolution of insufficient protests**
 - C. General Obligation Park Facilities Bonds, Series 2024A Notice of sale**
 - D. 2025 Budget Planning**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

Next: Special Board Meeting June 24, 2024 4:00PM
Board Meeting Monday, July 8, 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.

MINUTES OF THE REGULAR BOARD MEETING DATED June 10, 2024

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

ABSENT: None

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

GUESTS: Jeff Romsdal representing Central Sales and Ryan Harty - citizen

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

Welcomed guests. No Public Communication. No additions to the agenda.

Ron Olson made a motion to approve the May 13, 2024 regular meeting minutes. Mark Ukestad seconded. All approved.

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

OLD BUSINESS:

Agreement with Central Sales (Jeff Romsdal) regarding donation of outdoor hockey rink:

At the May 13, 2024 board meeting Mr. Romsdal requested modifications to the donation agreement and a commitment from the board to host the HDND event. The requested changes have been made to the donation agreement and an event agreement is being prepared by Abby Geroux based upon the event permit application that Mr. Romsdal completed. Before the Donation Agreement is executed, a list of items and their value to be donated is required. Once the donation is formalized then JPRD will bring on engineers for the project; site prep, concrete, lights, etc.

Mike Soulis made a motion to authorize Amy Walters, JPRD Executive Director to sign the Donation Agreement. Ron Olson seconded. Roll call: Mark Ukestad – Yes, Mike Landscoot - Yes, Mike Soulis – Yes, Mindi Schmitz – Yes, Ron Olson – Yes. Approved.

Discussion regarding event agreement, Mr. Romsdal will be required to obtain a performance bond, liability insurance, site map and any permits required by the city i.e. food trucks, alcohol, street closures, etc. for the event. Amy will pass the draft of the Event Agreement on to Mr. Romsdal for review as soon as it is complete. The goal is to have the Event Agreement complete for board review and approval at the July meeting.

NEW BUSINESS:

Tom Wilson Memorial Bullpen Project: A volunteer group consisting of Kevin Gall, Sydney Reif, Megan Neiles, Kassi Ward, and Meghan Wenzel received approval from the JPRD Foundation to raise funds in memory of Tom Wilson to construct a pitching bullpen. Tom Wilson was a long-time coach of youth fastpitch softball pitchers. Currently the only area for pitchers and catchers to practice and warm up is on the main playing fields. The addition of this amenity will support the needs of the growing fastpitch softball program to help develop pitching and catching skills more efficiently and safely.

Anticipated project cost is \$12,587.50. To date the group has raised over \$10,000 and anticipate that more may come in. In addition, there are funds remaining in the Land and Water Conservation Fund grant that could be accessed for portions of the project.

Mark Ukestad made a motion to approve the construction of the Tom Wilson Memorial Bullpen project as presented. Mike Landscoot seconded. The committee shall coordinate project activities under the supervision and approval of JPRD Executive Director, Amy Walters. Roll call: Mike Landscoot - Yes, Mike Soulis – Yes, Mindi Schmitz – Yes, Ron Olson – Yes, Mark Ukestad – Yes. Approved.

General Obligation Park Facilities Bonds, Series 2024A Resolution of insufficient protests:

We have not received any protests. Mike Soulis made a motion for the adoption of the Resolution Determining No Protests for the Issuance of General Obligation Park Facilities Bonds, Series 2024A. Ron Olson seconded. Mike Soulis – Yes, Mindi Schmitz – Yes, Ron Olson – Yes, Mark Ukestad – Yes, Mike Landscoot – Yes. Approved.

General Obligation Park Facilities Bonds, Series 2024A Notice of sale:

Mark Ukestad made a motion for the adoption of the Resolution calling for the competitive sale of \$2,375,000 General Obligation Park Facilities Bonds, Series 2024A and authorize Amy Walters, JPRD Executive Director to sign the Notice of Sale. Mike Soulis seconded. Mindi Schmitz – Yes, Ron Olson – Yes, Mark Ukestad – Yes, Mike Landscoot – Yes, Mike Soulis – Yes. Approved.

2025 Budget Timeline: Amy Walters reviewed budget timeline:

- June- Board of Commissioners decide salary and fee increase (adjustments) to incorporate into the working budget to be presented at the July board meeting.
- July- Preliminary budget presented to the Board of Commissioners
- August 10- Preliminary budget deadline (Aug 12 is the regularly scheduled board meeting).
- September 9- Tentative budget hearing following regular board meeting
- October 10- Final budget deadline

Staff salary increase- The recommendation for full time staff is a 5% cost of living adjustment and up to a 2% merit increase. Staff are only eligible for the increase after a performance evaluation is completed with their supervisor. The recommendation for part time staff is up to a 5% cost of living increase after a performance evaluation is completed with their supervisor.

Mike Landscoot made a motion to direct the Business Manager to develop the preliminary 2025 budget based upon an 5% cost of living increase and 2% merit increase for full time staff, and a 5% increase for part time staff. Ron Olson seconded. Ron Olson – Yes, Mark Ukestad – Yes, Mike Landscoot – Yes, Mike Soulis – Yes, Mindi Schmitz – Yes. Approved.

Fee increase- At this time we are not recommending a flat rate increase. The management team has been working through a process to develop a cost recovery strategy for the assessment of fees. When that process is completed, it will be presented to the board for approval.

REPORTS:

Written reports were submitted.

Amy Walters thanked Ron Olson for his service as a board member and reported:

- July Board meeting will be organizational meeting – assign portfolios, elect chair/vice chair.
- Reviewing health insurance options; current plan with City of Jamestown is looking at a 6.7% increase; whereas NDPHIT we would see a reduction of 3%.
- Mammoth is onsite and started today on baseball renovation project.
- Industrial Commission toured Sensory Garden
- Approached by housing developer to potentially buy a portion of Liechty Park land.

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

Mark Ukestad motioned to adjourn. Adjourned meeting at 5:13pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON