



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, August 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**
 - A. Hockey Day ND Agreements**
- VIII. New Business**
 - A. Resolution to Approve Comprehensive Parks Plan**
 - B. Agreement for Engineering Services for Outdoor Hockey Rink at McElroy Park**
 - C. Agreement for Engineering Services for Renovation of Nickeus Park**
 - D. Determination of 2025 Budget Hearing**
- IX. Reports – Management Reports Submitted (included in board packet)**
 - A. Executive Director**
- X. Adjournment**

Next: Board Meeting Monday, September 9, 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 August 12, 2024

PRESENT: Chairperson Mindi Schmitz, Mark Ukestad, Mike Soulis, Ryan Harty

ABSENT: Mike Landscoot

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad

GUESTS: Masaki Ova – Jamestown Sun, Jeff Romsdal representing Central Sales, Justin Feight – Emberle Church

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

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

Mike Soulis made a motion to approve the July 15, 2024 regular meeting minutes. Ryan Harty seconded. All approved.

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

OLD BUSINESS:

Hockey Day ND Agreements:

Amy and our attorney, Abby are working with Jeff and his attorney on the agreements. Prior to signing the donation agreement, a listing of value and condition of items donating is needed. That needs to happen before moving forward. Amy reminded Jeff that the event agreement, performance bond and liability all need to be signed by the same entity/person.

NEW BUSINESS:

Comprehensive Plan Review:

Amy Walters will be working with Joy – BluePrint Creations to release the comprehensive plan to the community, breaking it into chunks. The document in its entirety will be posted on our website. Plan to provide updates on progress on the action plans as a quarterly agenda item.

Ryan Harty made a motion to adopt by resolution of Jamestown Parks and Recreation District 2024-2034 Comprehensive Parks Plan. Mark Ukestad seconded. All approved.

Agreement for Engineering Services for Outdoor Hockey Rink at McElroy Park:

The next step is to engage Engineering Services to determine the scope of the project and prepare plan and specifications to successfully execute the construction of the outdoor rink.

The project cost is unknown at this time. Jeff Romsdal has committed to pay for all expenses incurred for the construction of the outdoor rink. Both JPRD and Romsdal will be required to formally approve and sign off on expenses over \$10,000. Payment will be made by Romsdal to JPRD prior to the commencement of any activity by engineers or contractors.

Mike Soulis made a motion to engage in an Agreement for Engineering Services with Interstate Engineering for pre-design services, basic engineering services, and construction engineering services for an Outdoor Rink at McElroy Park contingent on donation and event agreements being signed and the initial deposit of \$10,000 received by JPRD from Jeff Romsdal. Mark Ukestad seconded. Roll Call: Mark Ukestad – Yes, Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty - Yes. Approved.

Agreement for Engineering Services for Renovation of Nickeus Park:

JPRD has been awarded grant funds from ND Parks (\$623,000) and Garrison Diversion (\$50,000) to renovate Nickeus Park and install an all-abilities playground.

To move forward with the renovation of Nickeus Park to include a new restroom, shelter, and all abilities playground so we can go to bid in Jan/Feb and start construction 2025 it is necessary to engage Engineering Services to determine the scope of the project and prepare plan and specifications to successfully execute the renovation of Nickeus Park.

Mark Ukestad made a motion to engage in an Agreement for Engineering Services with Interstate Engineering for basic engineering services and construction engineering services for the renovation of Nickeus Park. Ryan Harty seconded. Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty – Yes, Mark Ukestad – Yes. Approved.

Determination of 2025 Budget Hearing:

Mike Soulis made a motion to set the 2025 Budget Hearing at 5:00pm on September 9, 2025 at TRAC Meeting Room. Mark Ukestad seconded. All approved.

REPORTS:

Written reports were submitted.

Amy Walters reported:

- We have August ice.
- New audio system is being installed in Wilson Arena this week.
- The Bunker will be getting audio update with screen, projection and audio.
- McElroy Baseball Renovation is moving. The maintenance building was moved to the office area. It is off 2 inches, they will be returning to move.
- When school starts the pool will be shut down for annual maintenance.
- Golf Course is going well
- Many events happened; Glow in the Dark Basketball, Party in the Park, State old pro softball, Jr Legion Baseball, Gear grinder coming up this weekend
- Torrey Finck was hired as FT general maintenance technician but will be losing a FT person (Bryce Petersen) so will still have 2 open positions plus 1 at TRAC.

Mark Ukestad motioned to adjourn. Adjourned meeting at 4:36pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON