



**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Amy Walters, Executive Director**

**SUBJECT: Board Meeting –Tuesday, December 9, 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. Outdoor Rink and Hockey Day
- VIII. New Business
  - A. Executive Director Evaluation
  - B. Jack Brown Stadium Light Replacement
- IX. Reports – Management Reports Submitted (included in board packet)
  - A. Executive Director
- X. Adjournment

**Next: Board Meeting Monday, January 13, 2025 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 December 9, 2024

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

ABSENT: Ryan Harty

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad

GUESTS: NONE

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

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

Mark Ukestad made a motion to approve the November 12, 2024 regular meeting minutes. Mike Landscoot seconded. All approved.

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

**OLD BUSINESS:**

**Outdoor Rink and Hockey Day:** Amy Walters reported no change from November meeting. Waiting to hear from Jeff Romsdal.

**NEW BUSINESS:**

**Executive Director Evaluation:** Mindi Schmitz reported that each board member had completed their evaluation, after which Mindi and Amy met. The board members provided positive feedback on Amy's performance. Mindi Schmitz made a motion to approve a full 7% increase for Amy in 2025, Mike Soulis seconded. Mike Soulis – Yes, Mindi Schmitz – Yes. Mark Ukestad – Yes, Mike Landscoot – Yes. Approved.

**Jack Brown Stadium Light Replacement:** Amy reminded the board in July one of the light poles was struck by lightning resulting in the system not being usable. To replace the entire system is a cost of \$310,500. A grant from Babe Ruth Baseball through Musco Sports Lighting has been secured for \$60,000. Jamestown Tourism has committed \$20,000 and a private donor has contributed \$25,000. NDIRF has indicated the minimum amount insurance will cover is \$17,000 but could be up to \$68,000. This leaves a remaining balance of \$188,500.

There are 3 options of funding of remaining balance: 1) one-time payment via Capital Outlay fund 2) GO Bond funds for field renovation project. 3) finance via lender and spread repayment over several years. The repayment option can be determined when the final insurance payment is known.

Mike Soulis made a motion to approve moving forward with Musco to install field lighting system at Jack Brown Stadium for the amount of \$310,500. Mark Ukestad seconded, Mindi Schmitz – Yes. Mark Ukestad – Yes, Mike Landscoot – Yes, Mike Soulis – Yes. Approved

**REPORTS:**

Written reports were submitted.

Amy Walters discussed she is working on the 2025 work plan to bring to January board meeting for approval based on discussion at retreat.

Tammy Mewes resigned and will be moving to Dickinson in May. Would like to post the position in January.


Baseball Renovation project is behind. Deadline is December 31<sup>st</sup>. Mammoth will be required to pay to pay liquidated damages as detailed in the contract.

Staff Christmas Potluck 11:30am-1:00pm December 20<sup>th</sup> at the office.

Annual Staff Celebration will be January 29<sup>th</sup> at the Bunker.

Mark Ukestad motioned to adjourn. Adjourned meeting at 4:40pm.

  
\_\_\_\_\_  
BONNIE UKESTAD, CLERK

  
\_\_\_\_\_  
MINDI SCHMITZ, CHAIRPERSON