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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**  
**FROM: Amy Walters, Executive Director**  
**SUBJECT: Board Meeting –November 12, 2025 5:00PM**

- I. Call to Order
- II. Welcome of Guests and Recognition
  - A. Trail Volunteer Recognition
- III. Public Communication
- IV. Additions or Deletions to Agenda; Conflicts of Interest
- V. Minutes of the Previous Meeting
- VI. Financial Report
  - A. Monthly Bills
  - B. Financial Statement
- VII. Old Business
- VIII. New Business
  - A. McElroy/Liechty Park Master Plan
  - B. Sale of Park Property
  - C. Winter Sports Building Lease Update
  - D. Nickeus Change Order #3
- IX. Reports – Management Reports Submitted (included in board packet)
  - A. Executive Director
- X. Adjournment

**Next: Board Meeting Monday, December 8, 2025 5:00pm**

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.

MINUTES OF THE REGULAR BOARD MEETING DATED November 12, 2025

PRESENT: Chairperson Mindi Schmitz, Mike Landscoot, Mark Ukestad, Mike Soulis  
ABSENT: Ryan Harty  
OTHERS: Amy Walters-Executive Director, Bonnie Ukestad  
GUESTS: Erik Laber, Craig Kopp, Ken Gardner, Mike Fields, Josh Smaage, Alicia Yokum, Laura Bowles

Chairperson Mindi Schmitz called the meeting to order at 5:00pm

Welcomed Guests. No Public Communication. Trail Volunteers were recognized: Craig Kopp, Ken Gardner, Mike Fields and Josh Smaage and presented certificates for their work maintaining trails at Pipestem.

Mike Soulis made a motion to approve October 13, 2025, regular meeting minutes. Mark Ukestad seconded. All approved.

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

**OLD BUSINESS:**

**None.**

**NEW BUSINESS:**

**McElroy/Liechty Park Master Plan:** Alicia Yokum and Laura Bowles with Confluence presented a 95% complete plan for McElroy and Liechty Parks. The plan resulted from public engagement; Art in the Park, Buffalo Days, Park-a-Palooza and online surveys. The plan was funded by a Forest Service Grant and includes:

- Circulation & Connectivity; pathways for pedestrians, cyclists and vehicles, a pedestrian bridge to link McElroy and Liechty Park
- Safety & Orientation; enhance lighting, visibility, wayfinding signage
- Emphasize Nature; protect mature trees and restore native ecosystems, reintroduce native species
- Welcome the Community; create inviting gateways and gathering areas, multipurpose spaces

Next steps would be to formally adopt the plan at the December board meeting.

**Sale of Park Property:** A letter sent by our attorney indicates what it looks like for JPRD to sell property. Specifically looking at Little Meidinger Park, Feton Park and the Administrative Building. The options and process in the letter state we can put restrictions, covenants, or rezone with covenants being our strongest protection. The board directed Amy to connect with the City of Jamestown to find greatest needs in the community and look to sell all three properties.

**Winter Sports Building Lease Update:** WSB History, WSB Lease 2027, Dalsted and Ryan review 2007 and Winter Sports Building Lease – draft were all included in the board packet for review by JPRD board.

**Change Order #3 Nickeus Park Renovation:** The mechanical plans call out for the restroom sinks to have electrical wired to them for motion detection. The electrical plans did not call out for wiring to be brought over to the sink. Kepida Contracting is requesting an increase of \$2,170.00 for electrical wiring for the motion detection at restroom sinks.

Mark Ukestad made a motion to approve Change Order #3 to incur the cost increase of \$2,170.00 for electrical wiring for motion detection at the restroom sinks.

Roll call: Mindi Schmitz – Yes, Mark Ukestad – Yes, Mike Landscoot – Yes, Mike Soulis – Yes.  
Approved.

**REPORTS:**

Written reports were submitted.

Amy discussed the following:

- The August 7-8 storm was officially declared a natural disaster
- Nickeus Renovation is going great and wrapping up. Approximately \$23K left to raise
- Added 2 new pieces of playground equipment at Leapaldt Park along with curbing and engineered wood fiber fall surface, this park is now considered fully accessible.
- Erik Laber held a tree planting at Klaus Park on Arbor Day
- Boya & Tammy are looking to increase rentals and program fees at TRAC
- WSB compressor repair may be covered under our insurance as equipment failure
- 3 on 3 Basketball fundraiser for TRAC Scholarships will be November 23<sup>rd</sup>

Mark Ukestad motioned to adjourn. Adjourned meeting at 6:11pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON