



**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**  
**FROM: Amy Walters, Executive Director**  
**SUBJECT: Board Meeting –December 8, 2025 5:00PM**

- I. Call to Order**
- II. Welcome of Guests and Recognition**
  - A. Hillcrest Concession Building updates - 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**
  - A. McElroy/Liechty Park Master Plan**
  - B. Sale of Park Property**
- VIII. New Business**
  - A. Staff Christmas Recognition**
- IX. Reports – Management Reports Submitted (included in board packet)**
  - A. Executive Director**
- X. Adjournment**

**Next: Board Meeting Monday, January 12, 2026 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 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.

MINUTES OF THE REGULAR BOARD MEETING DATED December 8, 2025

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

ABSENT: None

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad

GUESTS: Caitlin Young, Kenny Senal, Troy Gunderson, Tom Blackmore, Christian Cairy, Justin Feight, Brittany Enzinger, Abigail Geroux, Colton Vetter

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

Welcomed Guests.

Volunteers were recognized that provided updates to the Hillcrest Softball Concession Building: Justin Feight with Embark Church was presented with a certificate for Embark Church painting the exterior of the concession building at Hillcrest Softball Complex. Colton Vetter with Vetter Construction was also presented with a certificate for shingling the building.

Public Communication. Caitlin Young spoke about the need for a skate park. Is interested in guidance for planning and fundraising for a skate park as a memorial.

Troy Gunderson mentioned that a committee has met in the past, and Jamestown remains the only major city in North Dakota that does not have a skate park.

After listening to the public communication regarding the need for a skate park, the board of commissioners directed Amy to get the committee active again and add Caitlin and local skaters to the committee.

No additions or deletions to agenda.

Ryan Harty made a motion to approve November 12, 2025, regular meeting minutes. Mark Ukestad seconded. All approved.

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

**OLD BUSINESS:**

**McElroy/Liechty Park Master Plan:** Last month the McElroy/Liechty Park Master Plan was presented. Ryan Harty made a motion for formal adoption of the design concept for McElroy/Liechty Park Master Plan as presented. Mark Ukestad seconded. Mark Ukestad – Yes, Mike Landscoot – Yes, Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty – Yes. Approved.

**Sale of Park Property:** Abigail Geroux, our attorney, reviewed options for each of the three properties; Little Meidinger Park, Fetton Park and the Administrative Office Building. Tom Blackmore, City Zoning Administrator, reviewed the zoning of each property. After some discussion, the board directed Amy to work on cost estimates for January meeting for rezoning Meidinger, getting approval from City of Jamestown for sale of Fetton, visit with realtors to for property value of Administrative Building and other properties.

**NEW BUSINESS:**

**Staff Christmas Recognition:** Amy explained that in recent years, JPRD has given full-time staff and Board members a \$100 Orriginals gift card for JPRD apparel, and regular part-time staff a \$50 gift card. In addition, provide a catered meal for the Annual Celebration that will be held February 4<sup>th</sup>. Mark

Ukestad made a motion to approve both the gift card for apparel and meal for annual celebration. Ryan Harty seconded. All approved.

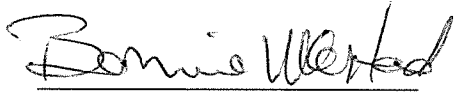
**REPORTS:**

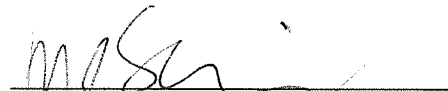
Written reports were submitted.

Amy discussed the following:

- Made not that City Forester report was submitted after not receiving one for a long time.
- WSB Lease update – UJ has taken to their legal counsel – lease expires 2027
- Nickeus Park Renovation walk through is next week
- Bridges are complete and open

Mark Ukestad motioned to adjourn. Adjourned meeting at 6:21pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON