



**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Amy Walters, Executive Director**

**SUBJECT: Board Meeting –February 9, 2026 5:00PM @ The Bunker**

- I. Call to Order**
- II. Welcome of Guests and 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. WSB Lease**
  - B. Award Batting Cage Project**
  - C. Award McElroy Playground Equipment**
- VIII. New Business**
  - A. Garrison Diversion Recreation Grant Application**
  - B. Employee Handbook Changes**
  - C. Policy Adoption**
    - i. Social Media Policy**
  - D. Policy Review & Revisions**
    - i. Procurement Policy**
    - ii. Temporary Remote Work Policy**
- IX. Reports – Management Reports Submitted (included in board packet)**
  - A. Executive Director**
- X. Adjournment**

**Next: Board Meeting Monday, March 9, 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 January 12, 2026

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

ABSENT: Mark Ukestad

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad

GUESTS: Matt Perkins - JAYBAL

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

Welcomed Guests. No Public Communication

No additions or deletions to agenda.

Mike Soulis made a motion to approve December 8, 2025, regular meeting minutes. Ryan Harty seconded. All approved.

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

**OLD BUSINESS:**

**Sale of Park Property:** Amy Walters met with the City of Jamestown Finance & Legal Committee and received two quotes for appraisals for the properties. Next step would be to schedule a community input meeting and determine zoning/covenants.

Mike Soulis made a motion to set meeting time and date Monday, February 9<sup>th</sup>, 6:00pm at the Bunker to gather public input on the sale of the identified park properties. Ryan Harty seconded. All approved.

**Winter Sports Building Lease:** Amy Walters informed the board that Polly Peterson, UJ President will be taking the lease agreement to the board of trustees meeting at the end of January.

**NEW BUSINESS:**

**Nickeus Park Change Order #4:** Amy explained that Kepida Contracting is requesting an increase of \$5452.52 to reinforce door framing and change vinyl base. The architectural plans did not include sufficient framing material to support the weight of the exterior restroom doors. In addition, the base material that was planned would not sustain temperature fluctuations of non-temperature-controlled space. Both of these items were recommended changes by the contractor to result in a longer lasting and higher quality finish. The price increase is \$5452.52 for these two items. The project is now considered complete and no additional work is required. With this final change order, the project will exceed the original contract price by \$1,338.60. We have a final payment of \$4000 for retainage remaining.

Ryan Harty made a motion to approve Change Order #4 to incur the cost increase of \$5,452.52. Mike Soulis seconded. Mike Landscoot – Yes, Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty – Yes. Approved

**McElroy Park Field Renovation – Batting Cage Project:** The campaign fundraising committee is requesting JPRD Board of Commissioners to consider moving forward with Phase II- Batting Cages construction in Spring 2026. The cages will be comprised of 4- 15 feet x 70 feet lanes with turf surfacing laid on a concrete base. The cages are planned to be located on the SE edge of the property to allow for ease of use for both baseball and fastpitch softball.

Estimate of project cost is \$133,703. As of September 2025, there was \$979,689.57 in spendable revenue between remaining bond dollars and fundraised dollars. In addition, there was an additional \$570,423.57 in expected revenue from pledged gifts.

Mike Soulis made a motion to approve the McElroy Field Renovation- Batting Cage project specifications as presented and advertise for bids. Ryan Harty seconded. Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty – Yes, Mike Landscoot – Yes. Approved.

**McElroy Park Play Equipment Replacement:** Amy Walters discussed the play equipment in McElroy Park located in the SE corner near the Sertoma Shelter was destroyed in the summer 2025 storms. Requesting approval of specifications of equipment and advertise for competitive bids. Project specifications include play equipment to serve 2-5 year olds and 5-12 year olds, engineered wood fiber surfacing, ground fabric and containment bordering with stakes, and installation.

Will set budget threshold to be less than \$150,000 to include equipment, surface, edging, and installation. We have received \$33,544.00 from insurance coverage and anticipate additional FEMA funding that can be used to offset a portion of the cost. The remaining funds will be utilized from the capital improvement budget in the general fund.

Mike Landscoot made a motion to move forward with replacement of play equipment at McElroy Park and advertise for bids. Mike Soulis seconded. Mindi Schmitz – Yes, Ryan Harty – Yes, Mike Landscoot – Yes. Mike Soulis – Yes. Approved,

**Designation of Depositories:** JPRD is required in January of each even numbered year to designate depositories as prescribed in NDCC 21-04-13. The District currently utilizes the following financial institutions as depositories for its funds: Unison Bank & Bank Forward.

Mike Soulis made a motion to designate Unison Bank and Bank Forward as depositories for Jamestown Parks and Recreation District's public funds. Mike Landscoot seconded. All approved.

**Capital Outlay Fund Allocation:** In 2026 JPRD is projected to receive \$304,705.00 from the state of North Dakota for Capital Outlays. \$134,630.34 in funding will be carried forward from previous years. \$12,500 from the Pepsi contract will also be directed to this fund. The JPRD Management Team has prioritized needs throughout the District . Of the anticipated \$451,835.34:

- \$28,316 Toolcat Lease (final payment)
- \$23,000 Equipment Loan/lease 4 year for Sidewinder, Skidsteer, Mini Excavator
- \$18,780 TRAC Equipment lease
- \$15,000 Facility Signage
- \$75,000 Park Improvements (Klaus restroom and McElroy)
- \$50,000 Nickeus (paint shelters, update building)
- \$75,000 Jack Brown Stadium (Bond payment/Scoreboard)
- \$50,000 Hillcrest Improvements (Proshop renovation)
- \$30,000 TRAC Improvements (Boiler repairs)
- \$30,000 Winter Sports Building Improvements (concrete pad)
- \$15,000 PSE Improvements (bunker, movie screen, etc)
- \$16,739 Unallocated
- \$25,000 Reserve Fund

Ryan Harty made a motion to approve the Capital Outlays- Facility Funds 2026-2028 budget as presented. Mike Landscoot seconded. Ryan Harty – Yes, Mike Landscoot – Yes. Mike Soulis – Yes, Mindi Schmitz - Yes. Approved.

**Executive Director Evaluation:** Mindi Schmitz reported the ED evaluation was complete, Amy scored 4-5's on everything.

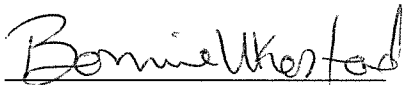
**REPORTS:**

Written reports were submitted.

Amy discussed the following:

- February 4<sup>th</sup> Annual Celebration at the Bunker
- 2026 Public Officials need to file Statement of Interests Form
- Mike, Mike and Mindi positions are expiring in 2026
- First meeting for Skate Park is scheduled for January 28<sup>th</sup>
- Working on WSB ice concerns
- Proshop renovations have started
- Cabin Fever Days will run from last weekend of January through first weekend February

Mike Soulis motioned to adjourn. Adjourned meeting at 6:15pm.

  
BONNIE UKESTAD, CLERK

  
MINDI SCHMITZ, CHAIRPERSON