



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 February 9, 2026

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

ABSENT: NONE

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad

GUESTS: Dustin Jensen – University of Jamestown

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

Welcomed Guests. No Public Communication

No additions or deletions to agenda.

Mark Ukestad made a motion to approve January 12, 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: Mike Landscoot – Yes, Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty – Yes, Mark Ukestad - Yes. Approved.

OLD BUSINESS:

WSB Lease: Dustin Jensen with University of Jamestown indicated the UJ Board does not want to sell any property and is looking at another 20-year lease with 10-year renewal. Amy reported that the significant change in the preliminary lease agreement is separating the use of other JPRD facilities from the lease as when the original lease was written in 1972 both entities (UJ & JPRD) are significantly different now. UJ did not have hockey or fastpitch softball and baseball was much smaller with less games.

Award Batting Cage Project: We received two bids for batting cage netting and equipment and three bids were received for the concrete pad. The low bid for cages and installation was from ProFacility Source for \$96,076.30 and the low bid for the concrete pad was from Building Professionals for \$39,460.00. Estimate of project cost was \$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. The two low bids result in a project cost \$135,536.30.

Mike Soulis made a motion to award project to ProFacility Source and Building Professionals and provide notice to proceed. Mark Ukestad seconded. Roll call: Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty – Yes, Mark Ukestad – Yes, Mike Landscoot – Yes. Approved.

Award McElroy Playground Equipment: Amy Walters informed the board that we received 8 bids for playground equipment. The 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. The low bid was \$125,689.00 for equipment, surfacing, freight, and installation from Grondahl Recreation/MyTurn Play Systems.

Ryan Harty made a motion to award project to Grondahl Recreation/MyTurn Play Systems and provide notice to proceed. Mike Soulis seconded. Roll Call: Mindi Schmitz – Yes, Ryan Harty – Yes, Mark Ukestad – Yes, Mike Landscoot – Yes, Mike Soulis - Yes. Approved.

NEW BUSINESS:

Garrison Diversion Recreation Grant Application: Amy stated Jamestown Parks and Recreation will be submitting a request for funding from the Garrison Diversion Conservancy District- Recreation Grant Program to support costs of installation of ADA accessible kayak launch at Nickeus Park.

Mark Ukestad made a motion to approve the application submitted on behalf of JPRD to the Garrison Diversion Conservancy District- Recreation Grant program to support costs of installation of ADA accessible kayak launch at Nickeus Park. Mike Landscoot seconded. Roll call: Ryan Harty – Yes, Mark Ukestad – Yes, Mike Landscoot – Yes, Mike Soulis – Yes, Mindi Schmitz – Yes. Approved

Employee Handbook Changes: Annual review of Employee Handbook to propose any revisions to the current Employee Handbook.

Changes include:

- Modifying Harassment, Discrimination, Threats and Workplace Violence
- Modifying JPRD Property and Technology
- Modifying Media Interactions and Social Media
- Modifying Meal Periods
- Modifying Temporary Remote Work
- Modifying Sick Leave
- Modifying Family Medical Leave Act (FMLA)
- Modifying Holidays
- Adding Administrative Leave
- Modifying Workforce Safety & Insurance
- Modifying Corrective Discipline
- Adding Rehiring Employees
- Modifying Workplace Safety
- Modifying Voluntary Termination
- Modifying Acknowledgement Receipt

Mike Soulis made a motion to approve revisions to the Employee Handbook as presented. Ryan Harty seconded. All approved.

Policy Adoption and Policy Review & Revisions: Amy Walters discussed this will be a standing agenda item as Bonnie has developed a master calendar to review policies on an annual basis.

- Social Media Policy (new) has been drafted to provide guidance for employees, contractors, volunteers, and authorized representatives who create, manage, or contribute to official JPRD social media accounts. It also applies to employees' use of social media when representing JPRD or referencing their employment.
- Procurement Policy was updated to reflect changes in ND Century Code requirements and align with JPRD organizational and staff structure.
- Remote Work Policy revisions are proposed to include additional details regarding accountability, evaluation and reporting.

Bonnie mentioned that all policies along with the Employee Handbook are posted on the ESS – Employee Self Service Portal. Every employee receives information upon hire on how to access the portal.

Mark Ukestad made a motion to approve the suggested revisions to the Procurement and Remote Work Policy and adoption of the Social Media Policy as presented. Mike Landscoot seconded. All approved.

REPORTS:

Written reports were submitted.

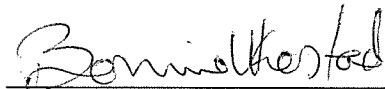
Amy discussed the following:

- Continuing to work on FEMA reports
- Giving Hearts day – approximately \$15K left for Nickeus Renovation project.
- Skate Park Community Meeting was held

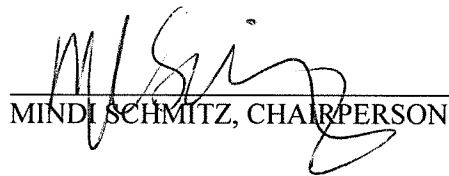
- Wellness Programs Supervisor position is open

Mark Ukestad motioned to adjourn. Adjourned meeting at 5:50pm

After adjourning meeting, the Community Input Meeting for Potential Sale of Park Properties was held.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON