



TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Amy Walters, Executive Director
SUBJECT: Board Meeting –March 9, 2026 5:00PM

- I. Call to Order
- II. Welcome of Guests and Recognition
 - A. Bonnie Ukestad – Business Manager/HR Director – 10 years
- 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. Consideration of Sale of Park Lands
- VIII. New Business
 - A. Policy Adoption
 - i. JPRD App Policy
 - B. Policy Review & Revisions
 - i. Capital Assets Policy
 - C. Capital Outlay Equipment Financing
 - D. Capital Improvement Planning
 - E. ND DOT Right of Way Encroachment Permit
 - F. Hillcrest Alcohol Agreement
- IX. Reports – Management Reports Submitted (included in board packet)
 - A. Executive Director
- X. Adjournment

Next: Board Meeting Monday, April 13, 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 March 9, 2026

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

ABSENT: NONE

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad

GUESTS: Masaki Ova – Jamestown Sun, Dustin Jensen – University of Jamestown

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

Welcomed Guests.

Certificate of Appreciation was presented to Bonnie Ukestad for achieving 10 years of service with JPRD.

No Public Communication. No additions or deletions to agenda.

Mark Ukestad made a motion to approve February 9, 2026, regular meeting minutes. Ryan Harty seconded. All approved.

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

OLD BUSINESS:

WSB Lease: Amy Walters let the board know the Memorandum of Understanding was included in the board packet. Dustin Jensen with University of Jamestown stated UJ does not want the hockey rink back and understand the need for user fees and they will pay them. UJ wants to be a good partner. The goal of the MOU is to sign a long-term lease agreement. The current lease agreement is up June 2027. Amy Walters informed the board that she will have our legal counsel review the MOU.

Consideration of Sale of Park Lands: Minutes were recorded of input/comments at the February 9, 2026 Community Input Meeting. Included in the board packet were other comments received via email/mail. Amy Walters informed the board that both Fetton and Meidinger have used Land & Conservation funds, meaning they are designated as 6F which is recreation. There is a process to convert these acres out of recreation and to other parks & recreation properties. These could be converted to big Meidinger. The board choose to take not action at this time

NEW BUSINESS:

Policy Adoption and Policy Review & Revisions: Amy Walters reminded the board that this will be a standing agenda item.

- JPRD App Privacy Policy (new) has been drafted as a requirement of the Apple and google store.
- Capital Asset Policy was updated to combine with the Asset Capitalization Policy

Ryan Harty made a motion to approve the suggested revisions to the Capital Asset Policy and adoption of the JPRD App Privacy Policy as presented. Mark Ukestad seconded. All approved.

Capital Outlay Equipment Financing: Three pieces of equipment (skidsteer, mini excavator , toro mower) were included in the 2026 Capital Outlay budget. To move forward with these purchases, financing was needed to extend the payments through 2029 Capital Outlay funding rather than leasing.

Bids were solicited from First Community Credit Union, Unison Bank, Dacotah Bank, and Bank Forward. Annual interest rate quotes ranged from 6.75% to 4.62%. Fees between all organizations were

equal. Unison Bank returned with the lowest annual interest rate of 4.62%. Total purchase cost is \$120,076.89. The 2026 payment will be \$30,190 with the remaining years \$32,923.24.

Ryan Harty made a motion to secure financing through Unison Bank for \$120,076.89 for equipment purchases repaid through the Capital Improvement Fund. Mike Soulis seconded. Roll call: Ryan Harty – Yes, Mark Ukestad – Yes, Mike Landscoot – Yes, Mike Soulis – Yes, Mindi Schmitz – Yes. Approved.

Capital Improvement Planning: The Jamestown Parks and Recreation District is seeking Statements of Qualifications from qualified Architectural and Engineering firms to provide professional services for comprehensive Capital Improvements Planning. The planning will take into account the previously completed Comprehensive Parks Plan and develop a phased capital improvement plan aligned with community needs, operational sustainability, and long-term financial planning.

The selected consultant team shall include architecture, landscape architecture, civil, structural, mechanical, and electrical engineering disciplines as necessary to develop the conceptual improvement recommendations. Anticipated costs range from \$35,000-\$50,000.

Mark Ukestad made a motion to advertise for qualifications from architectural and engineering firms for comprehensive Capital Improvement Planning. Ryan Harty seconded. Roll call: Mark Ukestad – Yes, Mike Landscoot – Yes, Mike Soulis – Yes, Mindi Schmitz – Yes, Ryan Harty – Yes. Approved.

ND DOT Right of Way Encroachment Permit: The North Dakota Department of Transportation (NDDOT) is preparing to bid a project to reconstruct US 52 from 7th Street to 4th Avenue Southwest. Based on survey and right of way information it was determined that the building at 1002 2nd Ave SE (JPRD Administration Building) encroaches into the existing NDDOT right of way.

After conversations with SRF Engineering, ND DOT- Jay Praska, Interstate Engineering and City of Jamestown the encroachment letter was modified to indicate owner will be required to remove “portion of the building” instead of “building” that is encroaching at their expense. The City of Jamestown indicated it is very unlikely that this type of request would be enforced.

Mark Ukestad made a motion to agree with conditions set forth in the letter which will allow the building to remain within the US Highway 52 right of way as permitted encroachment and authorize Amy Walters to sign the agreement. Mike Landscoot seconded. All approved.

Hillcrest Alcohol Agreement: The existing agreement between JPRD Foundation and JPRD expired at the end of 2025. This is a renewal agreement with minor changes to #7 to reflect current operations.

The foundation has chosen to reinvest their 2025 portion of the profit into Hillcrest Golf Course Pro Shop Renovations.

Mike Soulis made a motion to approve Hillcrest Alcohol Agreement as presented and direct Mindi Schmitz and Amy Walters to sign on behalf of Jamestown Parks and Recreation. Ryan Harty seconded. All approved.

REPORTS:

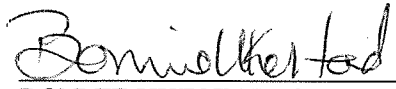
Written reports were submitted.

Amy discussed the following:

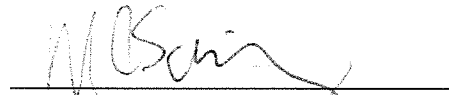
- John Ruff & Chris Newans are at Revenue Development and Management School (RDMS)
- FEMA claim for first storm should be completed this week
- Z's Trees – storm clean up in parks of stump grinding and tree removal complete
- Nickeus ribbon cutting/grand opening is scheduled for May 20th
- Working with Stutsman County/Tourism/Volunteers for ongoing trail maintenance

- Skatepark meeting was well attended and they are continuing to meet
- Hired 2 TRAC supervisors: Jordan Padilla – Wellness Supervisor and Arin Oster – Aquatics Supervisor
- Hillcrest ProShop renovation going well. Waiting for countertop and cabinets.
- Ice will be out mid March in Eagles Arena and the end of the month after the Figure Skating show the end of March.

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



BONNIE UKESTAD, CLERK



MINDA SCHMITZ, CHAIRPERSON