



TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Amy Walters, Executive Director
SUBJECT: Board Meeting –April 13, 2026 5:00PM @ Hillcrest Golf Course Hospitality Room

- 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 – MOU with University of Jamestown
- VIII. New Business
 - A. Policy Adoption
 - i. Employee Safety Policy
 - B. Policy Review & Revisions
 - i. Fund Balance Policy
 - ii. Fraud Prevention Policy
 - C. Capital Improvement Planning – Award contract for services
- IX. Reports – Management Reports Submitted (included in board packet)
 - A. Executive Director
- X. Adjournment

Next: Board Meeting Monday, May 11, 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 April 13, 2026

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

ABSENT: Mike Soulis

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad

GUESTS: Triumph Inc

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

Welcomed Guests.

Certificate of Appreciation was presented to Triumph Inc in recognition of their agency membership at TRAC and ongoing support, including updating stories at Literacy Lane locations, assisting with Easter Egg Hunt preparations, and participating in additional volunteer opportunities.

No Public Communication. No additions or deletions to agenda.

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

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

OLD BUSINESS:

WSB Lease – MOU with University of Jamestown: At the last board meeting it was decided to have our legal counsel review the MOU. It has been reviewed by Abby Geroux, Dalsted & Ryan. She did not have any concerns with the language or moving forward with signature.

Ryan Harty made a motion to approve the Winter Sports Building Lease MOU with University of Jamestown as presented and authorize Mindi Schmitz and Amy Walters to sign. Mark Ukestad seconded. All approved.

NEW BUSINESS:

Policy Adoption and Policy Review & Revisions:

- Employee Safety Policy (new) - The proposed policy aligns with ND Workforce Safety and Insurance's requirements to receive a 10% premium reduction. The policy details the organization's commitment to employee safety, the program scope, and identification of staff and fiscal resources to implement the program.

Mike Landscoot made a motion to approve the Employee Safety Policy as presented. Ryan Harty seconded. All approved.

- Fund Balance Policy – Revisions to the policy establishes a minimum unassigned fund balance of 25% of General Fund operating expenditures. Sets a target fund balance of 35%, not to exceed 40% for two consecutive years. Defines the order of spending among fund balance classifications. Requires Board notification and a corrective action plan when balances fall outside established limits. Adds an annual policy review during the budget process.

Mark Ukestad made a motion to approve the suggested revisions to the Fund Balance Policy as presented. Ryan Harty seconded. Roll call: Mindi Schmitz – Yes, Ryan Harty – Yes, Mark Ukestad – Yes, Mike Landscoot – Yes. Approved

- Fraud Prevention Policy - Revisions are proposed to the Fraud Prevention Policy to formalize the District's existing practices of conducting an annual Fraud Risk Assessment to evaluate potential exposure to fraud, misappropriation or financial misconduct. Adds a section on Non-Retaliation and Good Faith Reporting protecting individuals who report suspected fraud or participate in investigations.

Ryan Harty made a motion to approve the suggested revisions to the Fraud Prevention Policy as presented. Mark Ukestad seconded. All approved.

Capital Improvement Planning – award contract for services: Two proposals were received. One from Interstate Engineering/Zerr Berg Architects and the other from Confluence. A panel of five individuals scored each of the proposals. Both of the proposals were high quality and professionally prepared. Confluence's proposal scored a total of 527 points. Zerr Berg Architect's/Interstate Engineering proposal scored a total of 553. The most significant difference between the two proposals was the proposed project schedule and fees. Zerr Berg Architect's/Interstate Engineering base fee was \$35,000 with a 12 week schedule and Confluence was \$56,000 with a 6 month schedule.

Mark Ukestad made a motion to award a contract to Zerr Berg Architects/ Interstate Engineering for architectural and engineering service to complete a comprehensive Capital Improvement Plan. Mike Landscoot seconded. Roll call: Ryan Harty – Yes, Mark Ukestad – Yes, Mike Landscoot – Yes, : Mindi Schmitz – Yes. Approved

REPORTS:

Written reports were submitted.

Amy discussed the following:

- Bunker is in the black
- Corey's crew working on dead branches. Will be planting new trees.
- Soccer building needs to be condemned – there is mold, will be getting quotes for demo.
- Need to finish up signage at our facilities
- Klaus Park restroom is last that needs to be ADA compliant.
- Hillcrest Golf Course opens at noon tomorrow for the season.
- Nickeus Park grand opening scheduled for May 20th 5:00pm-7:00pm

Mark Ukestad motioned to adjourn. Adjourned meeting at 6:03pm. Followed with a tour of the Pro Shop renovations.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON