



1002 2nd Ave. SE., P.O. Box 2014
Jamestown, ND 58402-2014
Phone: 701-252-3982
Fax: 701-252-3914

TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, June 10, 2019 4:00PM

- I. MINUTES OF THE PREVIOUS MEETING**
- II. FINANCIAL REPORT**
 - A. Monthly bills**
 - B. Financial Statement**
- III. OLD BUSINESS**
 - A. Board Development**
 - i. Strategic Plan Process**
 - B. Board Member Portfolio**
 - C. Budget**
- IV. NEW BUSINESS:**
 - A. Facilities Fund – Capital Outlays**
- V. REPORTS:**
 - A. Hillcrest ProShop - John R**
 - B. TRAC – Amy**
 - C. Hillcrest Maintenance - John M**
 - D. Winter Sports Buildings - Junior**
 - E. Parks Maintenance – Ted**

Next Board Meeting Monday, July 8, 2019

Jamestown Parks & Recreation Department Meetings will follow Roberts Rules of Order

MINUTES OF THE REGULAR BOARD MEETING DATED June 10, 2019

PRESENT: Chairperson Mindi Schmitz, Vice Chairman Ron Olson, Mike Landscoot, Mark Ukestad

OTHERS: Doug Hogan, Director, Bonnie Ukestad, John Miller, Junior Kautz, Ted Kapp, Amy Walters, John Ruff

GUESTS: None

ABSENT: Mike Soulis

Chairperson Mindi Schmitz called the meeting to order at 4:00pm.

Ron Olson made a motion to approve the May 13, 2019 minutes as written. Mark Ukestad seconded. All approved.

Ron Olson made a motion to approve the Financial Report. Mark Ukestad seconded. All approved.

OLD BUSINESS:

Board Development – Strategic Plan Process: We have received a community survey along with a press release from Leslie Stevens. This will be posted on our website, links on social media, etc. to get the word out. It is a 10 question survey. Survey answers will go directly to Leslie and she will compile the results.

Board Member Portfolios: Doug Hogan reported that the Commissioner's handbook spells out the roles and expectations of portfolios. Commissioners should take a look at this and discuss next month.

Budget Timeline: Discussion on salary increase for the 2020 budget. Mindi Schmitz motioned to approve a 4% salary increase for staff for 2020. Mark Ukestad seconded. Motion passed 3-1 with Mike Landscoot voting against.

NEW BUSINESS:

Facilities Fund – Capital Outlays: \$145,000 was approved earlier this year for 1st base bleacher renovations but now that project will be completed over 2 budget cycles leaving monies available in the facilities fund. John Miller is looking at a 300 gallon herbicide sprayer that can be used at all facilities. MTI has a used John Deere with only 600 hours for \$28,500. Mark Ukestad motioned to approve purchasing a Herbicide Sprayer. Mindi Schmitz seconded. All approved.

REPORTS:

John R:

- Held the Youth for Christ Golf Tourney – 17 teams
- Junior Golf next week Monday, Tuesday, Wednesday
- Sticks for Kids on June 26th
- Blue Jay Scramble June 29th
- Leak behind Proshop is the main line. Scherbenske will be repairing

Amy:

- Submitted a written report
- 204 swim lessons signed up already this summer
- Started a BINGO card for the community to participate; different parks and rec events and facilities to promote the different things we offer. Must take selfies and post on social media to be eligible to win prizes.
- Great Plains Food Bank providing free summer lunches at TRAC, Leapaltd Park and Nickeus Park. The first week we served over 20 people per day.

- John M:**
- The south and west end of the pond have been repaired.
 - Irrigation is going with the exception of one pump not working. Will work on getting this running.
 - Summer help have started
- Junior:**
- Submitted a written report
 - Had a good meeting with the user groups.
 - The roof damage caused stains so priming and painting those areas
- Ted:**
- Working on play equipment
 - Helped with Kite Fest
 - Summer help hired

Doug Hogan reported that irrigation will be installed at Solien-Denault Park by tapping into the fire hydrant in the parking lot with a 2" line to irrigate garden area, planter boxes and water feature. This will include 3 spigots and will be paid for through donations and grants to the Sensory Garden.

Doug Hogan discussed the Summer Track program had been cancelled after Ken Gardner talked to him regarding the poor condition of the University of Jamestown's Track. After cancelling, University of Jamestown called and wanted to take over the program. Doug met with UJ officials to discuss track conditions and worked with UJ to continue the program. We will continue to have the Summer Track Program with UJ Track coaches & Healthy Connections Parks Program supervisors helping at the meets. Meets will start this Wednesday and continue through June on Wednesdays plus July 10th starting at 5:00pm

Next regular board meeting is scheduled for July 8, 2019.

Mark Ukestad motioned to adjourn, Chairperson Mindi Schmitz adjourned meeting at 4:49pm


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON