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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**  
**FROM: Doug Hogan, Director**  
**SUBJECT: Board Meeting – Monday, September 10, 2018 4:00PM**

- I. MINUTES OF THE PREVIOUS MEETING**
- II. FINANCIAL REPORT**
  - A. Monthly bills**
  - B. Financial Statement**
- III. OLD BUSINESS**
  - A. Board Development**
  - B. AFLAC for Part time employees**
- IV. NEW BUSINESS:**
  - A. Meeting Protocol**
  - B. Board Development**
  - C. Hillcrest Golf Course Rental Carts**
  - D. Pingree/Buchanan School District Bussing**
  - E. Jack Brown Stadium Batting Cage Project**
- V. REPORTS:**
  - A. Hillcrest ProShop - John R**
  - B. Hillcrest Maintenance - John M**
  - C. Winter Sports Buildidngs - Junior**
  - D. TRAC – Amy**
  - E. Parks Maintenance – Ted**

**PUBLIC HEARING (BUDGET) following meeting @ 5:30pm**

**Next Board Meeting Monday, October 8, 2018 4:00pm**

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

MINUTES OF THE REGULAR BOARD MEETING DATED September 10, 2018

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

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

GUESTS: Tom LaVenture – Representing the Jamestown Sun, Tonya Samuleson – Representing Aflac, Terrie Neys, Kurt Hayes & Robert Thu – Representing Pingree-Buchanan School District, Kent Sortland

ABSENT: none

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

Chairperson Mindi Schmitz moved New Business item D. Pingree/Buchanan School District Bussing to beginning of the agenda.

**NEW BUSINESS:**

**Pingree/Buchanan School District Bussing:** Last year Pingree/Buchanan used the parking lot at Wilson Arena as their drop off/pick up location in Jamestown. Currently, they have been using the NW corner of the Two Rivers Activity Center (TRAC) Parking Lot. Pingree/Buchanan School District did not ask permission and it is creating some issues for the TRAC facility.

Kurt Hayes, Superintendent of Pingree/Buchanan School District met with Doug Hogan and Mindi Schmitz last week and requested use of TRAC parking lot. Doug Hogan offered Wilson Arena parking lot. Kurt Hayes and Terrie Neys apologized for the lack of communication and wish to use TRAC for their drop off/pick up of students they feel the Wilson arena parking lot is not a safe environment with the pool demolition.

Concerns for using TRAC arise with the extra vehicle traffic entering and exiting the parking lot as they are dropping off and picking up their children unlike Jamestown School buses that are just transitioning kids from one bus to another. Also, when Pingree/Buchanan drops off children TRAC is busier and parking spots are needed for TRAC. Snow in the winter is also a concern.

A liability agreement is needed between Pingree/Buchanan School District and Jamestown Parks and Recreation for parking lot usage. It is agreed Pingree/Buchanan School District can use TRAC parking lot until the swimming pool demolition is complete and then move back to the Wilson Arena parking lot.

Mark Ukestad made a motion to approve the August 13, 2018 minutes as written. Mike Landscoot seconded. All approved.

Mike Landscoot made a motion to approve the Financial Report. Mike Soulis seconded. All approved.

**OLD BUSINESS:**

**Board Development:** NDRPA Conference Schedule is September 11-13 in Dickinson, Mindi Schmitz, Amy Walters and Joy Hanson will be attending.

**Aflac for Part-time employees:** Currently we offer Aflac for Full-time benefitted employees only – we are exploring offering this benefit to Part-time employees. Tonya Samuelson (our Aflac representative) offered some guidelines that other businesses use for offering Aflac to their part-time employees. Some suggestions are working 19 hours a week, employed 6 months/1 year, signing up during open enrollment. Doug, Amy and Bonnie will develop criteria/guidelines and bring to the next meeting.

**NEW BUSINESS:**

**Meeting Protocol:** None.

**Board Development:** Mindi has invited Dana Schaar, Executive Director of NDRPA (North Dakota Recreation & Park Association) to come to our next meeting.

**Hillcrest Golf Course Rental Carts:** Our current lease of golf carts with NB Golf will end next year. We have the opportunity to enter into another 4 year lease with NB Golf with new carts now. John Ruff provided the board with a quote from NB Golf to get new golf carts/new lease now at the same price as our current golf cart lease. One benefit would be locking into the current price for another 4 years, although doing this does not allow us to seek bids from other companies. Ron Olson made a motion to purchase the new carts for the 4 year lease presented, Mark Ukestad seconded. Ron Olson – yes, Mark Ukestad – yes, Mike Landscoot – no, Mike Soulis – no, Mindi Schmitz – no. Motion failed. Will finish current lease and seek bids next year.

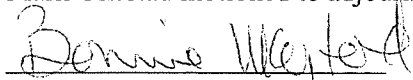
**Jack Brown Stadium Batting Cage Project:** Batting cage project is scheduled to start September 25<sup>th</sup> and projected to be complete at the end of October.


**REPORTS:**

- John R:**
- Youth Football started Sept 8<sup>th</sup> 147 participants
  - Girls Basketball starts Sept 15<sup>th</sup>
  - Women's and Co-ed Volleyball start the first week in October
  - Golf tourneys are done for the season
- John M:**
- Getting ready to punch tee boxes
  - Will aerify greens around September 24<sup>th</sup>.
  - Blow out irrigation system weather pending
- Junior:**
- Met with Kent Sortland, Mark & Elizabeth Sherfy and received partial payment of Figure Skaters outstanding bill. Working on the remaining difference in hours. 71 hours difference some is Zamboni time and some is additional hours they don't show on their schedule.
  - UJ scrimmage Saturday 15<sup>th</sup>.
  - Had a glycol leak – Ted's crew repaired
  - Vandals broke out window on old Dodge pickup and plexiglass on Eagles door
- Amy:**
- Submitted a written report
- Just completed 1 year warranty period.
  - Pool was shut down and looks good now.
  - A few outstanding items on the punch list.
  - Storage building concrete is poured and trusses delivered, waiting for Nill Construction to complete.
  - Learning Center is full with waiting lists (we have space for more children but will need additional staffing for licensing ratios).
  - Sold 54 new memberships during the promotional period.
- Ted:**
- Routine Maintenance
  - Helping out at the Winter Sports Buildings as needed.
  - Drilled holes for trees at Hillcrest
  - Football lines are mowed at Hillcrest Softball Complex for flag football.
  - Some tree trimming.

Doug Hogan informed that pool demo has begun and will obtain the certificate of indebtedness for payment once the final numbers are in.

Mark Ukestad motioned to adjourn. Chairperson Mindi Schmitz adjourned meeting at 5:18pm.

  
BONNIE UKESTAD, CLERK

  
MINDI SCHMITZ, CHAIRPERSON