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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, August 12, 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. Jack Brown Stadium – 1st base bleachers**
- IV. NEW BUSINESS:**
 - A. NDRPA Conference – September 10-12 (Valley City)**
 - B. Hillcrest Golf Course - Security**
- V. REPORTS:**
 - A. Hillcrest Maintenance - John M**
 - B. Winter Sports Buildings - Junior**
 - C. Parks Maintenance – Ted**
 - D. Hillcrest ProShop - John R**
 - E. TRAC – Amy**

Following meeting: Tour Jack Brown Stadium & McElroy Park

Next:

Board Meeting Monday, September 9, 2019 4:00pm
PUBLIC HEARING (BUDGET) Monday, September 9, 2019 5:30pm

MINUTES OF THE REGULAR BOARD MEETING DATED August 12, 2019

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

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

GUESTS: Erik Laber - City Forester, Alex Tayler – Jamestown Sun, Leslie Stevens

ABSENT:

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

Mindi requested to move Old Business – Strategic Plan Process to the beginning of agenda. Mindi then introduced Leslie Stevens – student in the UJ Masters of Leadership Program. Leslie discussed the results of the community input survey. She was pleased with the community participation, 546 responses were collected. 36% of the respondents gave 5 stars that they value the parks, programs and facilities. Many of the questions we received 3 stars (with 5 being the highest value). TRAC & Parks were overwhelmingly greatest strengths identified. Parks & Facilities were identified as the greatest opportunity for improvement. For what new or additional outdoor parks & recreation facilities would people be interested in seeing developed, the majority would like an outdoor pool/waterpark. For indoor, the answers varied from racquetball to roller skating, to trampoline park to climbing wall. Important issues are keeping facilities upgraded.

Leslie stated we need to talk to user groups to move through the next phase of strategic planning. Also, recommends team building for the board.

Mindi introduced Erik Laber, City Forester. Erik has marked a few trees around the Winter Sports Building that will need to be removed, thanked John Miller for the use of skidsteer in the nursery, trees are doing well on 3rd street, has a plan of action for some trees at TRAC and there are 2 trees in the gravel bed that are Parks & Rec.

Ron Olson made a motion to approve the July 8, 2019 minutes as written. Mark Ukestad seconded. All approved.

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

OLD BUSINESS:

Board Development – Strategic Plan Process: Mindi Schmitz recommends the board read through the results handed out, digest and come up with a plan to move forward at the next meeting. Maybe there will be another UJ Masters of Leadership student that will want to take on the next step.

Mike Landscoot made a motion to give Leslie an additional \$200 to the expenses turned in for reimbursement. Mindi Schmitz seconded. All approved.

Board Member Portfolios: After looking at what Williston Parks & Rec has for their board member portfolios; Mike Soulis, Mark Ukestad and Doug Hogan identified 5 portfolios for Jamestown Parks & Recreation Board Commissioners: Administrative/Finance, Parks/Game Fields, TRAC, Hillcrest Golf/Winter Sports Building and Recreation/Special Events. It was proposed that Mike, Mark and Doug assign portfolios to each commissioner.

JBS First Base Bleachers: Doug Hogan reported that last month it was approved to join the purchasing coop pending attorney approval. She was not able to approve as the coop does not advertise in our local newspaper which is required by century code. We have now had to hire an architect because of the cost of the project. This will add cost and time to the project. Demo was to begin September 25th but we are now looking at October 7 after bid opening the first week in October.

NEW BUSINESS:

NDPRA Conference: The North Dakota Recreation & Park Association State Conference will be Sept 10-12 in Valley City. Doug Hogan encouraged all to attend some or all events. At the awards banquet Sept 11th, we will be receiving the Golden Egg award for the TRAC facility and Jamestown Public School as a partner in excellence.

Hillcrest Golf Course Security: Around July 20th, four golf carts were stolen. John Ruff has received a quote from Daktel for security cameras. The bid for Proshop/cart shed is \$7,875.90 and \$3,856.10 for the Maintenance shop area. Doug mentioned there is money available from the Hillcrest Golf Course/Winter Sports Building fund that could be used. Mindi Schmitz motioned to approve both Hillcrest Proshop and Maintenance bids plus requesting a bid for security cameras at the Winter Sports Building for the next meeting. Approved 3-2 with Mike Landscoot and Mike Soulis voting against.

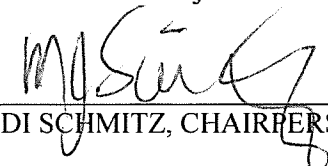
REPORTS:

- John M:**
- Finished edging the bunkers and will add sand in the spring
 - New sprayer has been calibrated. Sprayed softball & soccer field. Next golf course, Solien-Denault and then other parks.
 - Repairing some irrigation problems
 - Will start aerifying after the last tourney and reseed some areas
- Junior:**
- Submitted written report
 - Have some electrical repairs that need completion before Sept 1
 - Zamboni leak
- Ted:**
- Trimming trees
 - Sand under play equipment is done
 - Hillcrest softball diamonds are all cut back
- John R:**
- Just completed PORK open
 - High School East/West tourney postponed until tomorrow
 - Senior tour is the last event
 - Youth Football starts September 7th
 - Youth Girl Basketball starts September 21st
 - High school girls golf and UJ teams are practicing/playing at Hillcrest
- Amy:**
- Submitted a written report
 - Hiring for several positions
 - Received a \$5,000 grant from United Way for scholarships
 - Received AARP grant for popup event; walk/bike 2019 connecting bike paths in Jamestown. Will have event Sept 7th and then can write for larger grant
 - Bike fleet project; purchased a used trailer which is bigger. It is in Fargo getting fitted for racks and bikes.

Reminder: Public Hearing for the budget September 9th at 5:30pm. Next regular board meeting is scheduled for September 9, 2019.

We will tour Jack Brown Stadium and McElroy area following the board meeting today. Mark Ukestad motioned to adjourn, Chairperson Mindi Schmitz adjourned meeting at 5:25pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON