



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, April 13, 2020 4:00PM

Meeting will be held via Zoom,
<https://zoom.us/j/643641489?pwd=KzhybIVjUXhLWmtGdUNBQ05xdWNKUT09>
Meeting ID: 643 641 489 Password: 875854

MINUTES OF THE PREVIOUS MEETING

- I. FINANCIAL REPORT
 - A. Monthly bills
 - B. Financial Statement
- II. OLD BUSINESS
 - A. Board Development
 - i. Strategic Plan
- III. NEW BUSINESS:
 - A. Covid-19
 - B. Ice Rental Rates
 - C. TRAC Membership Rates
 - D. Skate Park
 - E. Old Equipment
- IV. REPORTS:
 - A. Administration/Finance (Mindi) – Doug
 - B. Parks Maintenance (Mike L) – Bob
 - C. Hillcrest ProShop/Recreation Programs (Mike S./Ron O) - John R
 - D. TRAC (Mark) – Amy
 - E. Hillcrest Maintenance (Mike S) - John M
 - F. Winter Sports Buildings (Mike S) - Junior

Next:

Board Meeting Monday, May 11, 2020 4:00pm

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

MINUTES OF THE REGULAR BOARD MEETING DATED April 13, 2020
VIA ZOOM MEETING

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, Bob Schuchard, John Ruff

GUESTS: Keith Norman - Jamestown Sun

ABSENT: None

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

Bonnie Ukestad did a roll call.

Mark Ukestad made a motion to approve the March 9, 2020 & Special Meeting March 31, 2020 minutes as written. Mike Landscoot seconded. Roll call vote; Schmitz – yes, Landscoot – yes, Soulis – yes, Ukestad – yes, Olson - yes. Motion passed.

Ron Olson made a motion to approve the Financial Report. Mike Landscoot seconded. Roll call vote; Schmitz – yes, Landscoot – yes, Soulis – yes, Ukestad – yes, Olson - yes. Motion passed.

OLD BUSINESS:

Board Development – Strategic Plan Process: On hold due to Covid-19 pandemic.

NEW BUSINESS:

COVID-19: Bonnie Ukestad reported on the financial outlook. Projecting out our current expenses and if we have no revenue we can go about 8 months. However, we are still receiving our county funds and state aid, along with the Learning Center still operating and the Child Care Emergency Operating Grant that we are participating in we will be able to handle our budget longer. Doug Hogan stated that at this time we will not be hiring seasonal staff until we have more information. We will try to manage with our current staff and will cross train/reassign staff as needed.

Doug Hogan referred to the Essential Employee letter that was included in the board packet. Other park districts in the state are working on getting letters to their essential employees to be prepared if the Governor would issue a “Shelter in Place” order. This letter would deem the employee essential to our business so they would be able to go to work.

Mindi Schmitz motioned to approve the Essential Employee letter under the direction of the Director to deem who is an essential employee should the Governor order a “Shelter in Place.” Mark Ukestad seconded. Roll call vote; Schmitz – yes, Landscoot – yes, Soulis – yes, Ukestad – yes, Olson - yes. Motion passed.

Ice Rental Rates: Junior Kautz reported that the 2020-21 season the rates should be increasing \$3.75 per hour (passed at 04/2019 board meeting). With everything that is going on with the pandemic he is recommending we keep the rates the same (\$73 per hour) for the next season and hold off on increases until 2021-22 season. Ron Olson motioned to keep the rates at the same for next season and implement the new rate structure the following year. Mike Soulis seconded. Roll call vote; Schmitz – yes, Landscoot – yes, Soulis – yes, Ukestad – yes, Olson - yes. Motion passed.

TRAC Membership Rates: Amy Walters discussed that we have not had an increase to membership rates since we opened and this would have been a time for a slight increase but again

with the pandemic she recommends maintaining the current rates and revisit next spring. Mark Ukestad motioned to keep the rates the same and revisit next spring. Mike Soulis seconded. Roll call vote; Schmitz – yes, Landscoot – yes, Soulis – yes, Ukestad – yes, Olson - yes. Motion passed.

Skate Park: Doug Hogan reported that a local gentleman thinks there is a need for Jamestown to have a new skate park - maybe all concrete like Fargo/Bismarck/Valley City. We can revisit when he comes to a meeting.

Old Equipment: Last month we talked about old equipment to auction. Mike Landscoot had contacted Nenow Auction Sales and he could put on June auction. Mindi Schmitz motioned to suspend selling old equipment due to Covid-19, will revisit at a later time. Mike Soulis seconded. Roll call vote; Schmitz – yes, Landscoot – yes, Soulis – yes, Ukestad – yes, Olson - yes. Motion passed.

REPORTS:

Doug: Participating via Microsoft Teams weekly meetings with other Parks & Rec Directors in North Dakota regarding different issues due to the pandemic. Bonnie gave a heads up that next month the budget timeline will be handed out.

Bob: Submitted written report.

John R: Submitted written report.

- Gathering information from other courses on operation during Covid-19, we are not ready yet.

Amy: Submitted written report.

- Participating in the Child Care Emergency Operating Grant (CEOG), received 1st deposit today. The grant requires due a higher staff to child ratio so staffing in learning center has changed and kids have been shuffled to meet these requirements.
- Planning for modified practices when reopening TRAC ie. limiting class sizes.
- Memberships have been suspended since March 16th, preparing for refund or credit memberships when reopen.
- No adjustments to Phase II as those funds are separate.


John M: Submitted written report.

- Still frost in the ground and driving range is flooded east end.

Junior: Submitted written report.

Next meeting is scheduled for May 11, 2020.

Mark Ukestad motioned adjourn meeting. Chairperson Mindi Schmitz adjourned meeting at 4:45pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON