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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Doug Hogan, Director
SUBJECT: Board Meeting – Monday, March 9, 2020 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**
- IV. NEW BUSINESS:**
 - A. Security Camera Policy**
- V. REPORTS:**
 - A. Winter Sports Buildings (Mike S) - Junior**
 - B. Administration/Finance (Mindi) – Doug**
 - C. Parks Maintenance (Mike L) – Bob**
 - D. Hillcrest ProShop/Recreation Programs (Mike S./Ron O) - John R**
 - E. TRAC (Mark) – Amy**
 - F. Hillcrest Maintenance (Mike S) - John M**

Reminder: We will tour the Parks shop/buildings following meeting.

Next:
Board Meeting Monday, April 13, 2020 4:00pm

STRATEGIC PLANNING FOLLOWING April 13, 2020 BOARD MEETING

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

MINUTES OF THE REGULAR BOARD MEETING DATED March 9, 2020

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

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

GUESTS: Keith Norman - Jamestown Sun

ABSENT: Mike Soulis

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

Ron Olson made a motion to approve the February 10, 2020 minutes as written. Mark Ukestad seconded. All approved.

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

OLD BUSINESS:

Board Development – Strategic Plan Process: Mindi Schmitz reminded everyone the NDSU Extension office will lead us through strategic planning following the April board meeting. Be on the lookout for correspondence prior to the meeting.

NEW BUSINESS:

Security Camera Policy: Doug Hogan stated we now have different facilities with security cameras it is necessary to have a policy. Bonnie Ukestad researched and drafted a policy and it is currently under review with our attorney.

REPORTS:

Junior: Submitted written report.

- Larry's Electric hooked up electricity to the new electric water heater that was installed 7-8 months ago.

Doug: Steel for the JBS bleachers arrived last Monday and was put up. Aluminum arrived today and is being installed. Chair will arrive this week.

Bob:

- Outdoor rinks are done for the season.
- Prepping equipment for spring/summer.
- Tree cutting this week.
- Prepping Bollinger Tennis Court as Jamestown will be hosting WDA girl's tennis tourney.
- We have some old equipment that could be sold at a silent auction/auction.

John R:

- ProShop – almost have everything here and ready to go.
- A few left to pay for cart storage.
- New Golf Carts are ready to be delivered

Amy: Submitted written report.

- Membership is up
- Handbooks have been updated.
- Doug & Amy have been meeting with the design team for phase II every other week.
- Submitted grant requesting \$47,250.00 with matching dollars to LWCF for court space by the Splash Pad

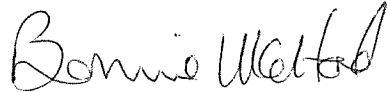
- Submitted grant to AmeriCorp requesting \$25,000.00 for summer parks program 2021.
- Will be attending year 2 of revenue school next week.
- NDRPA meeting is April 1-2 which was rescheduled from February.

John M: - Continuing working on equipment, prepping for spring/summer

- 1 to 2 weeks before the grinders arrive
- Attended Turf expo conference along with Shawn Wanzek, Bob Miller and Jim Speidel at the end of February.

Next meeting is scheduled for April 13, 2020.

Mark Ukestad motioned adjourn meeting. Chairperson Mindi Schmitz adjourned meeting at 4:22pm. Following meeting, tour parks shop and buildings.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON