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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Doug Hogan, Director
SUBJECT: Board Meeting – Monday, May 11, 2020 4:00PM

Meeting will be held via Zoom

<https://us02web.zoom.us/j/84058952475?pwd=MmJtUW40dXpkU09ybUJORlIDWHFRdz09>

Meeting ID: 840 5895 2475

Password: 240218

1 312 626 6799 US (Chicago)

- I. MINUTES OF THE PREVIOUS MEETING & SPECIAL MEETINGS
- II. FINANCIAL REPORT
 - A. Monthly bills
 - B. Financial Statement
- III. OLD BUSINESS
 - A. Board Development
 - i. Strategic Plan
 - B. Security Camera Policy
 - C. Old Equipment
 - D. Covid-19
- IV. NEW BUSINESS:
 - A. Splash Deck Update - Approve plans, specs & authorize advertisement for bids
 - B. Temporary Curb Ramp Construction Agreement
 - C. Budget Timeline
- V. REPORTS:
 - A. Parks Maintenance (Mike L) – Bob
 - B. Hillcrest ProShop/Recreation Programs (Mike S./Ron O) - John R
 - C. TRAC (Mark) – Amy
 - D. Hillcrest Maintenance (Mike S) - John M
 - E. Winter Sports Buildings (Mike S) - Junior
 - F. Administration/Finance (Mindi) – Doug

Next:

Board Meeting Monday, June 8, 2020 4:00pm

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

MINUTES OF THE REGULAR BOARD MEETING DATED May 11, 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, Jim Speidel

GUESTS: Keith Norman - Jamestown Sun, Travis Dillman – Interstate Engineering

ABSENT: None

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

Bonnie Ukestad did a roll call.

Mindi Schmitz requested, under new business: Splash Deck Update to move after Financial report.

Mark Ukestad made a motion to approve the April 13, 2020 & Special Meetings April 21 & May 4, 2020 minutes as written. Ron Olson seconded. Roll call vote; Schmitz – yes, Olson – yes, Ukestad – yes, Soulis – yes, Landscoot – yes. Motion passed.

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

Splash Deck Update – Travis Dillman, Interstate Engineering provided information on the final design and specs for the splash deck. The plan is to advertise for bids with bid opening June 4th and shooting for a completion date of May 31, 2021 so we are operational for the 2021 season.

OLD BUSINESS:

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

Security Camera Policy: Doug Hogan reported he just received information back from our attorney late this afternoon and will have policy ready for action at June meeting.

Old Equipment: Bob Schuchard recommends we wait with the selling of old equipment until we can have an in person sale.

COVID-19: Jim Speidel has worked with each department manager and has completed the necessary Workplace Assessments. Overall our supplies are in good shape. We still need thermometers for 3 areas; shop, winter sports building and office. Disinfectant wipes are on order and have some in surplus supply. Everyone has been completing visitor logs. Need to train employees on the cleaning agents and continue to cross train in case a supervisor gets sick. Jim emphasized the need to document when areas are sanitized.

Doug Hogan submitted our current expenses due to Covid-19 to the League of Cities which will be turned over to Office of Management & Budget (OMB). Hopefully will get some sort of reimbursement. At the last ND Parks & Rec Directors meeting, there was some discussion of possible reimbursement for lost revenue as well.

Mindi Schmitz asked about playgrounds reopening. Doug Hogan said we are keeping them closed per the NRPA recommendations until restrictions are relaxed. Kite Fest will likely be on a smaller scale as some guests won't be able to travel, smaller scale kite fest. Doug is in contact with Mike Gee and will continue to monitor.

NEW BUSINESS:

Splash Deck Update – approve plans, specs & authorized advertisement for bids: Mark Ukestad made a motion to approve the Splash Deck plans, specs and authorization for advertising of bids. Mike Soulis seconded. Roll call vote; Schmitz – yes, Olson – yes, Ukestad – yes, Soulis – yes, Landscoot – yes. Motion passed.

Temporary Curb Ramp Construction Agreement: JPRD needs to authorize someone to sign documents for the department of transportation to install a curb ramp located at the southwest corner of Bollinger Tennis courts. Mindi Schmitz motioned to authorize Doug Hogan, Director to sign the necessary documents for the Department of Transportation. Mark Ukestad seconded. Roll call vote; Schmitz – yes, Olson – yes, Ukestad – yes, Soulis – yes, Landscoot – yes. Motion passed.

Budget Timeline: Doug Hogan presented budget timeline for awareness that we have started the budget process. Managers were given their budget information to complete and Doug & Bonnie have requested to managers to keep budget the same or reduce. Commissioners will need to discuss any salary increases at June meeting.

REPORTS:

Bob: Submitted written report. Tennis courts are now open. Pickleball equipment coming. Employees are recommended to wear masks but not mandatory.

John R: Submitted written report. Things going well at golf course. Junior program possibly start in June. Documenting sanitization. Would like to increase hours and open putting greens. Doug mentioned some golf courses are lifting restrictions ie, 2 people to a cart, Proshop open and expanded hours. Suggest end of week or next Monday to change our current times of 10am to 6pm to 9am for 1st tee time and 7-7:30 for last tee time. John & Doug will determine when to change hours.

Amy: Submitted written report. Still participating in the Child Care Emergency Operating Grant (CEOG). TRAC opened last Wednesday and things are going well. Employees are screened and recommended to wear mask but not required. No group fitness classes in classrooms yet. Considering opening the bubble.

John M: Submitted written report. Everything has been mowed at least once. Hoping to get the sprinklers going Thursday. Staff have the option to wear masks and gloves. Staff are spread out and on equipment alone.

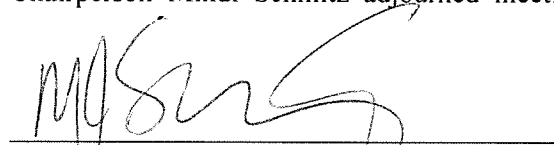
Junior: Submitted written report. Will be helping with the Frontier Village maintenance.

Doug: Sent out information to facility user groups requesting them to submit their guidelines for approval on how they will monitor themselves while adhering to the ND Smart guidelines.

Next meeting is scheduled for June 8, 2020.

Mark Ukestad motioned adjourn meeting. Chairperson Mindi Schmitz adjourned meeting at 5:20pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON