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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Doug Hogan, Director**

**SUBJECT: Board Meeting – Monday, February 10, 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. Meidinger Splash Pad Construction**
  - B. Kinetic Leasing (Golf Carts) - sign and execute the lease documents**
  - C. 2020 Facility Funds – allocate remaining 2020 budgeted dollars**
- V. REPORTS:**
  - A. Hillcrest Maintenance (Mike S) - John M**
  - B. Winter Sports Buildings (Mike S) - Junior**
  - C. Administration/Finance (Mindi) – Doug**
  - D. Parks Maintenance (Mike L) – Bob**
  - E. Hillcrest ProShop/Recreation Programs (Mike S./Ron O) - John R**
  - F. TRAC (Mark) – Amy**

**Next:**  
**Board Meeting Monday, March 9, 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 February 10, 2020

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

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

GUESTS: Keith Norman - Jamestown Sun, Erik Laber – City Forester, Travis Dillman – Interstate Engineering

ABSENT: NONE

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

Ron Olson made a motion to approve the January 13, 2020 minutes as written. Mark Ukestad seconded. All approved.

Mike Landscoat made a motion to approve the Financial Report. Ron Olson seconded. All approved.

**OLD BUSINESS:**

**Board Development – Strategic Plan Process:** Mindi Schmitz reminded everyone the NDSU Extension office will lead us through the next steps of coming up with a strategic plan following the April board meeting.

**NEW BUSINESS:**

**Meidinger Splash Pad Construction:** A memorandum and Opinion of Probable cost was included in board packets. Travis Dillman – Interstate Engineering discussed the original project cost was \$3.2 million and we needed to reduce costs to fit the budget. The Opinion of Probable cost details the base project and lists alternates. The splash deck will remain the same size and features can be added when money is raised. The goal is to break ground this summer with operation in May 2021. Mindi Schmitz motioned to move forward with the design and construction of the Splash Park base project with alternates (as outlined in Opinion of Probable Cost) added as funding is secured through donations. Mark Ukestad seconded. All approved.

**Kinetic Leasing (Golf Carts):** Ron Olson motioned to sign and execute the lease documents provided by Kinetic Leasing. Mike Soulis seconded. All approved.

**2020 Facilities Funds:** An outline of the current allocation of the facilities fund was included in board packet. \$230,000.00 (5mils) was approved for the 2020 budget. \$149,810.00 is already allocated, leaving \$80,190.00. Managers met and are proposing a mower & toro utility vehicle for the parks on a 3 year lease for \$39,000.00 year and for Hillcrest maintenance a reel grinder and bed knife grinder 3 year lease for \$18,000.00 year, leaving \$23,190.00 for other projects/equipment in 2020. Included in the outline were some projects for 2021: Winter Sports Building outside wall, TRAC window shades, Meidinger Splash pad – deck furniture, WSB Dehumidifier. Mark Ukestad motioned to approve the purchase of mower & toro utility vehicle 3yr lease and the reel grinder & bed knife 3yr lease using the 2020 Facilities Fund monies, leaving \$23,190.00 to be used for other projects/equipment in 2020. Ron Olson seconded. All approved.

**REPORTS:**

**John M:**

- Servicing mowers
- Cross country ski trails – continuing to work on

**Junior:**

- Submitted a written report.
- 72 games since the last board meeting

**Doug:** - Received the preliminary SP Global bond rating – maintained our bond rating

**Bob:** - Pushing back snow to make room for more  
- Flooding Rinks  
- Painting merry go rounds  
- McElroy Park is the last park remaining to cut marked trees  
- Bob & Jim Speidel will attend the Turf Conference the last week of February. Jim will also be getting certified to spray chemical.

**John R:** - Adult basketball ends in 3 weeks  
- Both women and coed volleyball are in spring league  
- Week 3 of boys basketball  
- Ordering for ProShop  
- Cabin Fever days went well

**Amy:** - Submitted a written report  
- Fundraising for Splash Park  
- Good attendance for Cabin Fever Days – Pickleball and free swim

Next meeting is scheduled for March 9, 2020. Plan to tour Parks shop/buildings following meeting.

Chairperson Mindi Schmitz adjourned meeting at 4:34pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON