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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, January 13, 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. Memorandum of Understanding (DRAFT) – Frontier Village**
 - B. Employee Handbook – bring employee handbook that was distributed last month**
 - C. Snowblower Purchase – see attached**
 - D. Audit RFP's**
- V. REPORTS:**
 - A. TRAC (Mark) – Amy**
 - B. Hillcrest Maintenance (Mike S) - John M**
 - C. Winter Sports Buildings (Mike S) - Junior**
 - D. Administration/Finance (Mindi) – Doug**
 - E. Parks Maintenance (Mike L) – Bob**
 - F. Hillcrest ProShop/Recreation Programs (Mike S./Ron O) - John R**

Next:
Board Meeting Monday, February 10, 2020 4:00pm

STRATEGIC PLANNING FOLLOWING MARCH 9, 2020 BOARD MEETING

MINUTES OF THE REGULAR BOARD MEETING DATED January 13, 2020

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

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

GUESTS: Keith Norman - Jamestown Sun, Searle Swedlund – Jamestown Tourism

ABSENT: John Ruff

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

Mark Ukestad made a motion to approve the December 9, 2019 minutes as written. Mike Soulis 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 informed the board that 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:

Memorandum of Understanding – Frontier Village: Discussion on the Memorandum of Understanding to provide mowing and minor repairs at the Frontier Village for 2020. It is estimated 12 hours per week at \$15.00 per hour for mowing totaling \$4,800 and estimated \$3,500 in general/minor repairs. These costs will be reimbursed by the City of Jamestown. Mike Landscoot concerned that the \$15.00 won't cover our costs and the City should have employees to do this. Searle Swedlund said Parks & Rec has the equipment and people to this efficiently. Mike Soulis motioned to approve the Memorandum of Understanding to be revisited annually. Mindi Schmitz seconded. Approved 4-1 with Mike Landscoot dissenting.

Employee Handbook: Reviewed Employee Handbook changes presented. Went through page by page for discussion on changes, most changes were language. One change to highlight is sick leave. Currently the sick leave benefit you lose when you leave/retire. It was proposed to have unused sick time payable upon resignation or retirement at a percentage for number of years employed.

- 5 years employed, receive 5% of sick leave balance
- 10 years employed, receive 10% of sick leave balance
- 15 years employed, receive 15% of sick leave balance
- 20 years employed, receive 20% of sick leave balance
- 25 years or more employed, receive 25% of sick leave balance

Mike Soulis motioned to approve the Employee Handbook with all the changes presented. Mindi Schmitz seconded. All approved.

Snowblower Purchase: Doug discussed purchasing a snowblower attachment for the other skidsteer. We have a snowblower attachment for the downtown skidsteer. We have another skidsteer at Hillcrest Maintenance shop and would like to purchase attachment. Cost is \$6,400 and a 3-1/2 week delivery time. Mike Soulis discussed that this should be a budgeted item. Ron Olson motioned to approve purchasing the snowblower attachment. Mark Ukestad seconded. Motion passed with Mike Soulis and Mike Landscoot opposing.

Audit RFP's: We received 2 RFP's for conduction the Park District Audit; Brady Martz & Associates and Schauer & Associates. After reviewing their proposals Mindi Schmitz motioned to approve Brady Martz & Associates to conduct our audit. Ron Olson seconded. All approved.

REPORTS:

- Amy:** - Submitted a written report
- John M:** - Snow removal – widening areas
- Servicing equipment
- Attempting to work on cross country ski trails
- Junior:** - Submitted a written report.
- Snow on the roof has taken out one chimney
- Having some parking issues
- Doug:** - Nothing additional
- Bob:** - Snow removal
- Flooding Rinks
- Servicing equipment – our pickups are now being serviced at the shop
- McElroy Park is the last park remaining to cut marked trees

Cabin Fever days is coming up in February.

Next meeting is scheduled for February 10, 2020.

Chairperson Mindi Schmitz adjourned meeting at 4:45pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON