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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, July 8, 2019 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 Process
 - B. Board Member Portfolio
 - C. Jack Brown Stadium – 1st base bleachers
 - D. Learning Center Rates
- IV. NEW BUSINESS:
 - A. Certificate of Levy (2020 Budget)
 - B. Cooperative Purchasing Agreement
- V. REPORTS:
 - A. TRAC – Amy
 - B. Hillcrest Maintenance - John M
 - C. Winter Sports Buildings - Junior
 - D. Parks Maintenance – Ted
 - E. Hillcrest ProShop - John R

Next Board Meeting Monday, August 12, 2019

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

MINUTES OF THE REGULAR BOARD MEETING DATED July 8, 2019

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

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

GUESTS: Erik Laber, City Forester

ABSENT: Ted Kapp

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

Ron Olson made a motion to approve the June 10, 2019 minutes as written. Mindi Schmitz seconded. All approved.

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

Doug Hogan introduced Erik Laber, City Forester.

OLD BUSINESS:

Board Development – Strategic Plan Process: Mindi Schmitz reported that Leslie Stevens had received over 500 surveys. She is compiling the results and will send report.

Board Member Portfolios: Mike Soulis handed out what is in the board member manual. Mike reported that Doug Hogan, Mark Ukestad and himself have talked to other Park districts how they handle the portfolios. Darin Krueger from Williston Parks will send his portfolio descriptions and we can tweak for Jamestown Parks and Recreation Department.

JBS First Base Bleachers: We have received a budget plan from Hillerud Construction, Project Manager. Total budget is \$323,546. Parks & Rec has committed to \$145,000 over 2 years and \$20,000 from Jamestown Tourism with the possibility of up to \$50,000 total over 2 years. We will also seek private donations to fund this project. The demo, site work, concrete and some mechanical will be completed this fall and paid for in 2019 budget (approx. \$55,000-\$60,000) with remaining work to be completed in 2020.

Learning Center Rates: Amy Walters reported that other centers are planning on increasing rates this fall. We will be researching rates and then, determine if there's a need increase our rates as well.

NEW BUSINESS:

Certificate of Levy (2020 Budget): Certificate of Levy was presented. The preliminary budget deadline is August 10th (our August meeting is August 12th) with the final budget due October 12th. The preliminary budget presented is a levy of \$1,827,250.00 (37.24 mils). Mindi Schmitz made a motion to accept the Certificate of Levy as presented. Mark Ukestad seconded. All approved. Public Hearing will be scheduled following the September 9th Board meeting at 5:30pm.

Cooperative Purchasing Agreement: The bleacher company we are working with for the first base bleachers as Jack Brown Stadium recommended us being a member of the North Dakota Educators Service Cooperative Purchasing Agreement. This coop would take care of the bid process to get discounts on services. Doug Hogan has forwarded to our attorney to make sure we can be part of this and we are waiting to hear back. Ron Olson made a motion to become a

member of the purchasing agreement pending on what our attorney recommends. Mike Soulis seconded. All approved.

Mindi Schmitz handed out a letter we received from Jamestown Public Schools regarding busing transition. JPS is going to use Jamestown High School for their transition. When they had their parking lot resurfaced they added extra thickness to accommodate traffic. Mindi requested that Doug send Dietrich Bus Service a notification that Parks and Recreation properties will no longer be used for any busing services.

REPORTS:

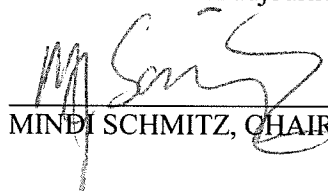
- Amy:**
- Submitted a written report
 - Deep cleaning one area at a time
 - Looking at making our own meals at the learning center
 - Learning Center numbers are up, swim lessons up and membership is down
 - Have served over 400 meals this summer
 - Design for Phase II Splash Pad have cost around \$3 million
- John M:**
- Put granular fertilizer on the greens
 - Edging the bunkers
 - Sprayer was delivered, waiting on the nozzles
 - Will fertilize the fairways this month
 - Repairing minor irrigation breaks
- Junior:**
- Summer projects winding down
 - Have received schedules for HS & college games (60 games scheduled – this does not include youth games)
 - UJ Place is planning on starting construction soon and opening in fall of 2020
- Bob:**
- All playground equipment has new sand
 - A couple pieced of playground equipment has been removed
 - Hillcrest softball diamonds are being cut back. One is done – other 3 will get done soon
 - Aerated & fertilized both Jack Brown and Trapper fields
 - Hockey boards painted at Meidinger
 - Trimming trees as needed
- John R:**
- Leak behind Proshop is repaired
 - Tourney this Saturday, Senior Tour July 15, Davis Invite July 27, Hillcrest Open August 2
 - Jr golf on Wednesday mornings

Shawn Wanzek was hired as equipment mechanic. He will be based at Hillcrest Maintenance but will be used throughout the district.

Next regular board meeting is scheduled for August 12, 2019. We will tour Jack Brown Stadium and McElroy area following the board meeting in August.

Mark Ukestad motioned to adjourn, Chairperson Mindi Schmitz adjourned meeting at 5:01pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON