



1002 2<sup>nd</sup> Ave. SE., P.O. Box 2014  
Jamestown, ND 58402-2014  
Phone: 701-252-3982  
Fax: 701-252-3914

**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Doug Hogan, Director**

**SUBJECT: Board Meeting – Monday, May 13, 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**
- IV. NEW BUSINESS:**
  - A. Board Member Portfolios**
  - B. Budget Timeline**
- V. REPORTS:**
  - A. Parks Maintenance – Ted**
  - B. Hillcrest ProShop - John R**
  - C. TRAC – Amy**
  - D. Hillcrest Maintenance - John M**
  - E. Winter Sports Buildings - Junior**

**Next Board Meeting Monday, June 10, 2019**

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

MINUTES OF THE REGULAR BOARD MEETING DATED May 13, 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, Ted Kapp, Amy Walters, John Ruff

**GUESTS:** Emily Bivens – Jamestown Chamber of Commerce

**ABSENT:** None

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

Ron Olson made a motion to approve the April 8, 2019 minutes as written. Mark Ukestad 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:** No update.

**NEW BUSINESS:**

**Board Member Portfolios:** Mike Soulis would like to have each commissioner have an area assigned to them. Mike Soulis will work with Doug Hogan and Mark Ukestad to determine what is expected and the parameters of the assigned area.

**Budget Timeline:** Handout outlines the budget timeline and includes salary increase information. Board is to review and come up with salary amount at the June meeting.


**REPORTS:**

- Ted:**
- Repairing water breaks
  - Irrigation is going and all bathrooms are now open
  - Started Mowing
- John R:**
- Junior golf will start in June
  - Hillcrest Scramble this Saturday
  - Currently at 220 members which is about the same as last year at this time
  - Small leak needs repair
- Amy:**
- Submitted a written report
  - Added sphagnum moss treatment to the pools and the chemical usage has dropped in half.
  - Seeing some membership drops for the summer
  - Started discounted summer pass for college students, discounted day passes and referral program
  - Chloe Crabtree has been hired for the Healthy Connections Parks Program Coordinator (will not have parks program at McElroy due to low attendance the past few years.) Nickeus, Meidinger and Leapaltdt parks will continue.
  - Great Plains Food Bank will be providing free summer lunches at the parks
  - Held a focus group meeting for the outdoor water and will continue working through plan
- John M:**
- Repaired lift station

- Gravity drain at the irrigation pond was repaired
  - Fixing the rips in the pond liner
- Junior:**
- Submitted a written report
  - Ice is out

Next regular board meeting is scheduled for June 10, 2019 at HILLCREST PROSHOP.

Mark Ukestad motioned to adjourn, Chairperson Mindi Schmitz adjourned meeting at 4:30pm

  
\_\_\_\_\_  
BONNIE UKESTAD, CLERK

  
\_\_\_\_\_  
MINDI SCHMITZ, CHAIRPERSON