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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Doug Hogan, Director**

**SUBJECT: Board Meeting – Tuesday, November 13, 2018 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. Board Development**
  - B. Employee Handbook – Aflac change**
  - C. Concessions – TRAC**
  - D. TRAC Phase II Outdoor Water Contract Proposal**
  - E. Christmas Holiday**
- V. REPORTS:**
  - A. Winter Sports Buildings - Junior**
  - B. TRAC – Amy**
  - C. Parks Maintenance – Ted**
  - D. Hillcrest ProShop - John R**
  - E. Hillcrest Maintenance - John M**

**Next Board Meeting Monday, December 10, 2018**

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

MINUTES OF THE REGULAR BOARD MEETING DATED November 13, 2018

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

OTHERS: Doug Hogan, Director, Bonnie Ukestad, John Miller, Junior Kautz, Ted Kapp, John Ruff, Amy Walters

GUESTS: Tom LaVenture – Representing the Jamestown Sun

ABSENT: None

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

Mindi Schmitz requested to add under New Business F. Bucket Truck Purchase. All approved.

Ron Olson made a motion to approve the October 8, 2018 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:** Mindi reported she checked with the University of Jamestown and their Masters of Leadership program is willing to work with us on a strategic plan at a cost of zero dollars. We will have more information at the next meeting.

**NEW BUSINESS:**

**Board Development:** Nothing

**Employee Handbook – Aflac change:** Since passing the Aflac benefit for part-time employees last month, the employee handbook needs updating. Page 16, section 7.7 Other benefits. Under Aflac the words “*and part-time employees who have been employed one year and work a minimum of 60 hours per month*” was added. Mike Landscoot motioned to approve change to handbook as presented. Ron Olson seconded. All approved.

**Concessions - TRAC:** A draft request for proposal is included in board packet for a healthy snack bar to operate out of the concession/kitchen area at TRAC. Would post the proposal for 2 weeks. Mike Soulis motioned to approve initiating request for proposals and bring recommendation to the board with fees to be discussed after. Mark Ukestad seconded. All approved.

**TRAC Phase II Outdoor Water Contract Proposal:** Service proposal from Zerr Berg is included in board packet. They would provide meetings, community input meetings, schematic design, estimate cost of construction and operating costs, etc for a lump sum of \$15,000. If the project moves forward the fee would be 8% of the cost of construction. The lump sum of \$15,000 would be credited toward the 8% cost of construction. The fee would be paid from the donations received for Phase II. Ron Olson motioned to accept Zerr Berg’s A/E Services Proposal as submitted. Mark Ukestad seconded. All approved.

**Christmas Holiday:** Doug Hogan reported that he has been asked about granting Christmas Eve a paid holiday this year since Christmas Day is on Tuesday. Ron Olson motioned to grant Christmas Eve a paid holiday for full-time employees this year. Mark Ukestad seconded. All approved.

**Bucket Truck Purchase:** Doug Hogan informed the board that we have an opportunity to purchase a 2008 bucket truck from Ottertail for \$14,000.00 which could be paid from the capital outlays. Need a bucket truck to replace the one that we got rid of a number of years ago. It is

needed for tree trimming, nets at rinks, reach highest exterior areas at TRAC, etc. Ron Olson motioned to purchase the 2008 bucket truck from Ottetail for \$14,000 using capital outlays monies. Mindi Schmitz seconded. All approved.

**REPORTS:**

- Junior:**
- November 10-11 Youth games started
  - Busy with UJ Games
  - High school boys hockey starts next week, girls in 2 weeks
- Amy:** Submitted a written report
- Path & fence between JHS and TRAC is done. Lighting will be added
  - Received and reviewing safety & security plan from ND Safety council, we will be able to use this as a template for our other facilities
  - Memberships are going back up
  - Found possible digital signage & will share with WSB
  - Boo Bash had over 300 participants
  - Tennis Association hosted a tourney – all the turf was moved out for the first time
  - 3 on 3 basketball tourney scheduled for December for scholarship program
- Ted:**
- Fall work
  - Helping out where needed
  - Getting winter equipment ready
- John R:**
- Women's Volleyball in week 7, Coed Volleyball week 6
  - Basketball league is in week 3 and has the most teams ever at 19.
  - Girls volleyball program starts December 1<sup>st</sup>
  - Hillcrest closed on October 28<sup>th</sup>
- John M:**
- Blew out irrigation 3 weeks ago
  - 2 snow mold applications on greens are done – the 3<sup>rd</sup> application will be applied if there is no snow
  - Pond is drained
  - Removing trees
  - Started to service equipment

Discussion on pool demolition; we have not received bill, UJ is still working on the parking lot.

Next meeting is scheduled for December 10, 2018.

Chairperson Mindi Schmitz adjourned meeting at 4:50pm.

  
BONNIE UKESTAD, CLERK

  
MINDI SCHMITZ, CHAIRPERSON