



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, October 14, 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 – 1<sup>st</sup> base bleachers**
  - D. Youth Hockey (ATM)**
- IV. NEW BUSINESS:**
  - A. WSB Security**
  - B. WSB Fire Hydrant**
  - C. Hillcrest Golf Course – Golf Cart Lease**
  - D. Fairgrounds Signage**
- V. REPORTS:**
  - A. Parks Maintenance – Bob**
  - B. Hillcrest ProShop - John R**
  - C. TRAC – Amy**
  - D. Hillcrest Maintenance - John M**
  - E. Winter Sports Buildings - Junior**

**Next:**  
**Board Meeting Monday, November 11, 2019 4:00pm (VETERAN'S DAY)**

MINUTES OF THE REGULAR BOARD MEETING DATED October 14, 2019

PRESENT: Chairperson Mindi Schmitz, Mike Landscoot, Mike Soulis

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

GUESTS: Alex Tayler – Jamestown Sun, Searle Swedlund – Jamestown Tourism

ABSENT: Vice Chairman Ron Olson and Mark Ukestad

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

Mindi requested to add under New Business E. Docks in the River.

Mike Soulis made a motion to approve the September 9, 2019 minutes & Public Hearing minutes as written. Mindi Schmitz seconded. All approved.

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

**OLD BUSINESS:**

**Board Development – Strategic Plan Process:** Mindi Schmitz will be in contact with Traci Redlin with the South Central Dakota Regional Council to help facilitate the next step.

**Board Member Portfolios:** Mindi Schmitz highlighted that communication will be the biggest benefit with each board member and the supervisor of their portfolio.

**JBS First Base Bleachers:** Doug Hogan reported bid opening was held October 1<sup>st</sup> for the primary contractor. There was only one bid, Hillerud Construction \$383,083. Because of the formal bid process it is about \$60,000 higher than anticipated. We have committed a total \$145,000 over 2 budget cycles, the rest will be fundraised.

**Youth Hockey (ATM):** Brian Foster with Prowl Hockey will email Mike Soulis information for next month.

**NEW BUSINESS:**

**WSB Security:** Junior Kautz reported he received bids from Daktel and Jamestown Communications. He feels some changes are needed to the bids and will bring next month.

**WSB Fire Hydrant:** There is a fire hydrant on the East side of the building that is inoperable. According to the city/fire department, we own the fire hydrant and it is our responsibility to replace. Bid received from Scherbenske of \$7,600. Mindi Schmitz motioned to go forward with project after a conversation with the city and UJ regarding the hydrant, maybe it can be eliminated or if UJ Place has a fire hydrant that will be close enough. Mike Soulis seconded. All Approved

**Hillcrest Golf Course – Golf Cart Lease:** John Ruff presented bids from Yamaha Golf & Utility, NB Golf Cars (Club Car), and EZ Go. After reviewing the bids, John Ruff recommends a 3 year lease from Club Car – payments are for 6 months. Discussion was held on possible purchasing the current carts when lease is up at the end of October. Mindi Schmitz made a motion to go with the 3 year lease from Club Car. Motion died for lack of second. Mike Landscoot made a motion to table until next month. Mike Soulis seconded. All Approved.

John also presented bids from Yamaha Golf & Utility, NB Golf Cars (Club Car), and EZ Go for Range Picker which was approved earlier in the year. He recommends the 3 year lease from

Yamaha. Mike Soulis made a motion to go with Yamaha 3 year lease Range Picker. Mindi Schmitz seconded. All Approved.

**Fairground Signage:** The Fairground Board would like better signage to direct people to the Fairgrounds. They are asking for permission to put a sign on the corner of 4<sup>th</sup> Ave NW at Bolinger Tennis Courts. Mindi Schmitz motioned to approve a sign for the Fairgrounds at approved DOT location. Mike Soulis seconded. All Approved.

**Recreating the James River:** Searle Swedlund discussed Jamestown Tourism would like to partner with Parks & Rec to be recreationally friendly for canoes and kayaks by adding docks at Nickeus and Klaus Parks. Tourism need help managing this project. They will be able to fund the docks. Mindi Schmitz motioned to go forward exploring this project with Jamestown Tourism. Mike Soulis seconded. All Approved.

**REPORTS:**


- Bob:**
- Snow removal went well with all departments working together.
  - Some branch removal after storm.
  - Working through maintenance issues.
  - Completing winterization
- John R:**
- Youth Football was cancelled Saturday due to storm, will add 19<sup>th</sup> & 26th
  - Women's volleyball has 12 teams and Coed has 19
  - Basketball league starts Nov 7th
- Amy:**
- Submitted a written report
  - TRAC was closed Friday and Saturday due to the storm.
  - Turf is down for flag football.
  - Staffing – still some positions available.
  - Anniversary special on memberships resulted in 82 new memberships
  - Included in board packet, a letter from Interstate Engineering stating that pricing on the equipment will go up \$52,000 at the beginning of the year. Finance Committee will be meeting next week and will bring recommendation to next board meeting.
  - Boo Bash will be October 26<sup>th</sup> and 3 on 3 basketball tourney December 1<sup>st</sup>
- John M:**
- Greens and collars were aerified, topdressed and fertilized before the storm
  - Need to apply 2 more snow mold applications
  - Would like to have our own compressor to blow out irrigation for district.
  - Need to pump ponds on the front 9 as they are not draining
- Junior:**
- Submitted a written report.
  - Weather has been challenging. Condensation problems September 20<sup>th</sup> to a blizzard this past week.

Doug Hogan proposed adding a full-time position to the shop with duties to include occupational safety and health training for all employees, certified weed spraying and playground inspection. Mindi Schmitz recommended further discussion to determine the needs of the district.

Next meeting is scheduled for November 11<sup>th</sup>, which is Veteran's Day. Mike Soulis motioned to move meeting to Tuesday, November 12<sup>th</sup>, Mindi Schmitz seconded. All Approved.

Chairperson Mindi Schmitz adjourned meeting at 5:25pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON