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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, October 8, 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. ND Park & Recreation State Conference**
 - B. Aflac – Part-time Employees**
 - C. Outstanding Ice time bills**
- IV. NEW BUSINESS:**
 - A. Board Development**
 - i. Strategic Plan – Dana Schaar Jahner, Clearwater Communications – call in.**
- V. REPORTS:**
 - A. Hillcrest Maintenance - John M**
 - B. Winter Sports Buildings - Junior**
 - C. TRAC – Amy**
 - D. Parks Maintenance – Ted**
 - E. Hillcrest ProShop - John R**

Next Board Meeting Monday, November 12, 2018

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

MINUTES OF THE REGULAR BOARD MEETING DATED October 8, 2018

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

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

GUESTS: Tom LaVenture – Representing the Jamestown Sun

ABSENT: Mark Ukestad, John Ruff

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

Mike Landscoot made a motion to approve the September 10, 2018 minutes as written. Ron Olson seconded. All approved.

Ron Olson made a motion to approve the September 10, 2018 Public Hearing minutes as written. Mike Soulis seconded. All approved.

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

OLD BUSINESS:

Board Development: Mindi reported she attended NDRPA Conference in Dickinson along with Joy and Amy. Connecting with other board members and employees of same size was valuable and they encouraged Jamestown Parks & Recreation to develop a strategic plan.

Aflac for Part-time employees: Bonnie Ukestad brought forth a recommendation that part-time employees are eligible for Aflac at open enrollment in June if they are employed for 1 year and work 60 hours per month. Currently with those parameters 3 employees would be eligible an exception could be made to allow them to enroll now. Mike Soulis motioned to offer Aflac to part-time employees with these parameters and allow the 3 eligible employees to enroll now. Ron Olson seconded. All approved.

Outstanding ice time bills: Doug Hogan reported that he, Junior & Bonnie met with Figure Skaters representatives and they are requesting the board credit them for Zamboni time that was not in the contract for 2017-18. Mike Landscoot motioned to credit each group Zamboni time billed for last season. Ron Olson seconded. All approved.

NEW BUSINESS:

Board Development – Strategic Plan: Mindi Schmitz discussed at the conference meeting she attended; there were recommendations to use Clearwater Communications for strategic planning. After contacting Clearwater Communications, Mindi received the proposal included in the board packets. Dana Schaar Jahner, Clearwater Communications was reached via conference call during board meeting so she could explain what they can offer for strategic planning and answer questions. They have worked with NDRPA, Bismarck Parks and Recreation and NDIRF. After much discussion whether to accept proposal by Clearwater Communications, get other proposals or work on it in house it was decided to table to next month's board meeting.

REPORTS:

- John M:**
- Tees are aerified, greens are aerified and top dressed
 - Cleaning out the weeds around the outside edge of the pond
 - Snow mold application is ready to apply. 3 step process
 - Blowing out irrigation system October 19-20
- Junior:**
- UJ Hockey games have started
 - Wednesday and Sunday Adult leagues have started
 - Hiring new employees

- Amy:**
- UJ is adding a JV Hockey team 2019-20 season which will add 10 games
 - Submitted a written report
 - Have had many compliments from people who have toured TRAC
 - Storage building is done
 - Path between JHS and TRAC is almost done. Fence & lighting will be added
 - Have 136 employees
 - Joy & Amy attended NDRPA conference. Was valuable to network
 - Swim lessons start again October 15
 - Learning Center is full with a waiting list
 - Membership numbers are up
 - Received a significant donation for phase 2
 - Family night October 27th – BooBash
 - Tennis Association is hosting a tourney
 - 3 on 3 basketball tourney scheduled for December
- Ted:**
- Helping out where needed.
 - Some mowing
 - Chopping leaves
 - Winterizing some equipment and water fountains
 - Patching ice rinks

Next meeting is scheduled for November 12th, which is Veteran's Day – meeting will be moved to Tuesday, November 13th.

Chairperson Mindi Schmitz adjourned meeting at 5:05pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON