



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, September 9, 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**
- IV. NEW BUSINESS:**
  - A. Youth Hockey (ATM)**
  - B. TRAC Phase II**
- V. REPORTS:**
  - A. Winter Sports Buildings - Junior**
  - B. Parks Maintenance – Bob**
  - C. Hillcrest ProShop - John R**
  - D. TRAC – Amy**
  - E. Hillcrest Maintenance - John M**

**PUBLIC HEARING (BUDGET) Monday, September 9, 2019 5:30pm**

**Next:**  
**Board Meeting Monday, October 14, 2019 4:00pm**

MINUTES OF THE REGULAR BOARD MEETING DATED September 9, 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, Amy Walters, John Ruff, Bob Schuchard

**GUESTS:** Erik Laber - City Forester, Alex Tayler – Jamestown Sun, Bob Moran, Brian Foster – Prowl Hockey

**ABSENT:**

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

Mindi requested to add Bob Moran to New Business.

Mark Ukestad made a motion to approve the August 12, 2019 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 – Strategic Plan Process:** Mindi Schmitz is still in process of researching the next step moving forward.

**Board Member Portfolios:** Mike Soulis presented 5 portfolios for Jamestown Parks & Recreation Board Commissioners and recommends that the portfolio stays with each commissioner during their term. Chairperson shall maintain the Administrative/Finance portfolio. Assignments recommended are: Administrative/Finance – Mindi Schmitz, Parks/Game Fields – Mike Landscoot, TRAC – Mark Ukestad, Hillcrest Golf/Winter Sports Building – Mike Soulis, and Recreation/Special Events – Ron Olson. Mark Ukestad made a motion to approve the portfolio assignments as presented. Mindi Schmitz seconded. All approved.

**JBS First Base Bleachers:** Doug Hogan reported bid opening will be October 1<sup>st</sup> with construction starting October 7<sup>th</sup> and a completion date of March 31, 2020.

**NEW BUSINESS:**

**Youth Hockey (ATM):** Brian Foster with Prowl Hockey stated that there are many requests for an ATM at the Winter Sports Building. They would like permission to have an ATM installed, properly secured. Card Care Systems, West Fargo is where they would get the ATM. Board would like to see if they could get ATM locally. Brian will look into locally and what type of revenue is generated. Mike Soulis is the commissioner with portfolio of the winter sports building and he will research if other park entities have ATM's. Put on agenda for next month.

**TRAC Phase II:** Amy Walters presented a timeline handout along with a drawing of where the proposed splash deck will be located. Amy is recommending we move forward with the splash deck concept as currently designed to include activity areas/fields and space designated for future outdoor pool. Mindi Schmitz motioned to approve the recommendation of the splash deck concept as currently designed. Mike Soulis seconded. All approved.

**Bob Moran – Tree Issue:** Bob Moran lives near the James River at Klaus Park. He is concerned about a tree in the river; if not removed will cause an ice jam this winter. He provided pictures.

**REPORTS:**

- Junior:**
- First game is a week from Frida
  - Snow guards have been installed
  - Have received bids from Jamestown Communication & Daktel for security cameras.
- Bob:**
- Busy painting; shelters, bathrooms, ice rink
  - Irrigation blowouts are scheduled
  - Most deficiencies from fire inspection have been cleared up
  - Have an opportunity to purchase a 90" 5 deck mower, demo model, 320 hours – retails \$80K can purchase for \$26,500 or lease for 3 years. This mower would be used for ball diamonds. Mike Soulis questioned buying things that come up at meetings and would like to see strategic plan to prioritize purchases.

Ron Olson motioned to approve the purchase of mower on a 3 year lease. Mark Ukestad seconded. Ron – yes, Mark – yes, Mike L – yes, Mindi – yes, Mike S – no. Approved 4-1.

- John R:**
- Youth Football was to start last Saturday – rained out; will start this Saturday
  - Youth Girl Basketball starts September 21<sup>st</sup>
  - Year end golf tourney this Saturday
  - Adult volleyball starts first week October
  - Daktel installed security system and will be installing at maintenance shop tomorrow
- Amy:**
- Submitted a written report
  - Hiring for several positions
  - Pool was shut down for cleaning – back up and running.
  - Gym floor is being resurfaced.
  - Running an anniversary special on memberships.
- John M:**
- Aerfying is being put off until next week
  - Regular mowing
  - Herbicide – ½ done
  - Received a bid to insulate the cold storage garage. Estimate is \$25,000. Doug Hogan recommended using Hillcrest/Winter Sports Building bond money to insulate the cold storage garage.

Mark Ukestad made a motion to insulate the cold storage garage at Hillcrest with funding from Hillcrest/Winter Sports Building bond money. Ron Olson seconded. Ron – yes, Mark – yes, Mindi – yes, Mike L – no, Mike S – no. Approved 3-2.

Reminder: Public Hearing for the budget September 9<sup>th</sup> will begin at 5:30pm. Next regular board meeting is scheduled for October 14, 2019.

Mark Ukestad motioned to adjourn, Chairperson Mindi Schmitz adjourned meeting at 5:13pm.

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BONNIE UKESTAD, CLERK

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MINDI SCHMITZ, CHAIRPERSON