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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Doug Hogan, Director
SUBJECT: Board Meeting – Monday, June 8, 2020 4:00PM

Meeting will be held at THE BUNKER

I. MINUTES OF THE PREVIOUS MEETING

II. FINANCIAL REPORT

- A. Monthly bills**
- B. Financial Statement**

III. OLD BUSINESS

- A. Board Development**
 - i. Strategic Plan**
- B. Security Camera Policy**
- C. Covid-19**
- D. Budget**

IV. NEW BUSINESS:

- A. Splash Deck Bid Discussion**

V. REPORTS:

- A. Hillcrest ProShop/Recreation Programs (Mike S./Ron O) - John R**
- B. TRAC (Mark) – Amy**
- C. Hillcrest Maintenance (Mike S) - John M**
- D. Winter Sports Buildings (Mike S) - Junior**
- E. Administration/Finance (Mindi) – Doug**
- F. Parks Maintenance (Mike L) – Bob**

Next:

Board Meeting Monday, July 13, 2020 4:00pm

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

MINUTES OF THE REGULAR BOARD MEETING DATED June 8, 2020
MEETING held at the Bunker

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, Bob Schuchard, John Ruff, Jim Speidel

GUESTS: Keith Norman - Jamestown Sun, Travis Dillman – Interstate Engineering

ABSENT: None

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

Mark Ukestad made a motion to approve the May 11, 2020 minutes as written. Mike Soulis seconded. All approved.

Ron Olson made a motion to approve the Financial Report. Mark Ukestad seconded. All approved.

OLD BUSINESS:

Board Development – Strategic Plan Process: Mindi is working on a August or September date for meeting.

Security Camera Policy: Security Camera Policy was included in board packet. After installing cameras at 4 locations (Hillcrest ProShop, Hillcrest Maintenance Shop, Winter Sports Building and TRAC) and situations where a member of the public requested to view footage Doug & Bonnie researched and presented the policy to our attorney. Mindi Schmitz motioned to approve the Security Camera Policy as presented. Mike Soulis seconded. All Approved.

COVID-19: Jim Speidel reported that signage has been posted across the district and supplies are ok and worked with John Ruff on opening Proshop and bathrooms to public. Protocols for renting the Bunker and Picnic Shelters are in place.

Doug Hogan reported that we have submitted our Covid-19 expenses for reimbursement and will continue to keep track of additional expenses that can be submitted through December 2020. FEMA will reimburse 85% approved expenses and the remaining 15% will be reimbursed by the covid-19 relief fund through the Department of Emergency Services.

BUDGET: Salary increases need to be discussed so numbers can be entered into budget which preliminary budget is due August 10th. Mindi Schmitz asked Doug Hogan for a recommendation. Mixed emotions as employees are working hard but recognizing our salaries are paid by the tax payers. During this time where community members have lost jobs it is hard to ask for an increase for 2021. Mindi Schmitz motioned for a zero salary increase for 2021. Mike Soulis seconded. All approved.

NEW BUSINESS:

Splash Deck Bid Discussion: Travis Dillman, Interstate Engineering reported bids were opened last Thursday. Received 1 bid for primary, 2 for electrical and 2 for mechanical. At this time the bids are higher than anticipated so will work to bring costs down before making a recommendation.

REPORTS:

John R: Submitted written report. Proshop and bathrooms are open. No walk-ons and have started accepting cash. A couple tourneys coming up, will research what other courses have done for covid guidelines for tourneys.

Amy: Submitted written report. Pool & Locker rooms opened June 1st. Group exercise classes have started. Daily visit numbers have increased. Adventure space (drop-in childcare) is the only space that is not open. That space will reopen in September. 680 suspended memberships and 600 have cancelled, about \$40K less in membership revenue.

John M: Submitted written report. Irrigation turned on May 18th. Trying to locate a leak on #18. A satellite box card burnt out – ordered a new one. Spraying herbicide and cleaning up after storm.

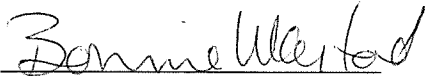
Junior: Submitted written report. 93.75 hours spent at Frontier Village. Working on Hockey and Figure Skating Covid guidelines for the upcoming season.

Doug: Kite Fest is this weekend, will be a scaled back event due to Covid. Our annual audit has started.


Bob: Irrigation is up and running except at the soccer field, which should be up and running later this week. Putting up signage when spraying for weeds. Scraped, primed and painting JBS grandstand. Putting a plastic sheeting over the benches in the grandstand. Prepping for Kitefest.

Next meeting is scheduled for July 13, 2020.

Mark Ukestad motioned adjourn meeting. Chairperson Mindi Schmitz adjourned meeting at 5:02pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON