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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Doug Hogan, Director**

**SUBJECT: Board Meeting – Monday, July 13, 2020 4:00PM**

**Meeting will be held at TRAC – Multipurpose Room**

- I. ELECTION OF OFFICERS**
- II. MINUTES OF THE PREVIOUS MEETING**
- III. FINANCIAL REPORT**
  - A. Monthly bills**
  - B. Financial Statement**
- IV. OLD BUSINESS**
  - A. Board Development**
    - i. Strategic Plan**
- V. NEW BUSINESS:**
  - A. Consideration to accept or reject Splash Pad Bids**
  - B. Certificate of Levy (2021 Budget)**
  - C. WSB exterior wall repair**
  - D. Board email addresses**
- VI. REPORTS:**
  - A. TRAC (Mark) – Amy**
  - B. Hillcrest Maintenance (Mike S) - John M**
  - C. Winter Sports Buildings (Mike S) - Junior**
  - D. Administration/Finance (Mindi) – Doug**
  - E. Parks Maintenance (Mike L) – Bob**
  - F. Hillcrest ProShop/Recreation Programs (Mike S./Ron O) - John R**

**Next:**  
**Board Meeting Monday, August 10, 2020 4:00pm**

MINUTES OF THE REGULAR BOARD MEETING DATED July 13, 2020  
MEETING held at TRAC Multipurpose room

PRESENT: Chairperson Mindi Schmitz, Vice Chairman Ron Olson, Mike Landscoat, 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.

Mindi requested to add Covid update to Old Business.

**ELECTION OF OFFICERS:**

Mark Ukestad nominated Mindi Schmitz for Chairperson. Ron Olson seconded. All approved. Mindi Schmitz re-elected as Chairperson. Ron Olson nominated Mike Landscoat for Vice Chairman. Mark Ukestad seconded. All approved. Mike Landscoat elected as Vice Chairman.

Mark Ukestad made a motion to approve the June 8, 2020 minutes and June 15, 2020 special meeting minutes as written. Mike Soulis seconded. All approved.

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

**OLD BUSINESS:**

**Board Development – Strategic Plan Process:** Mindi has arranged for a meeting following the regular August Board meeting.

**COVID-19:** Jim Speidel reported that covid documentation is submitted monthly to the office for our covid file. Working with John on golf tournaments; held registrations outside, using sanitizer, tee times staggered, went well. Added new dispensers at Hillcrest softball and soccer complexes. Continuing to have employees take their temps, wash hands, sanitize, wear masks and practice social distancing.

**NEW BUSINESS:**

**Consideration to accept or reject Splash Pad Bids:** Travis Dillman, Interstate Engineering reported bids were opened this morning. The bids came in around \$280,000 lower than the first round. There was some small design features changed. Travis reviewed the bid tabulation handout. Mindi Schmitz made a motion to award Hillerud Construction in the amount of \$632,868.00, Mission Mechanical in the amount of \$87,949.00, Curtis Electric in the amount of \$75,000.00 and Associated Pool Builders in the amount of \$638,850.00. Ron Olson seconded. All approved.

**Certificate of Levy (2021 Budget):** Bonnie Ukestad reviewed the Annual Budget that was included in the board packets. Mill Levy is proposed to stay the same as 2020 at 37.24 mills. The estimated value of the mill increased so the dollar amount levied will increase \$91,500. This will be used for increased insurance premiums and utilities. \$242,500 is budgeted for facilities funds. Of this amount \$121,810 is allocated from current lease payments, leaving \$120,690 to allocate. Total amount levied \$1,918,750.00. The preliminary budget is due to the county August 10<sup>th</sup>, final budget due October 10<sup>th</sup>. Mark Ukestad made a motion to accept the 2021 Certificate of Levy as presented. Mike Landscoat seconded. All approved.

**WSB Exterior Wall Repair:** The exterior wall at the WSB is in need of repair. Hillerud Construction has given us a quote of \$21,290 to re-sheet with wainscoting and new insulation. Discussion if more should be done; structural problems, etc. requested more information for August meeting.

**Board email addresses:** Doug Hogan brought up that other Parks & Recreation Boards have email addresses listed on their website. We could use personal email address or could have a @jamestownparksanrec.com email address. All board members agreed to a JPRD address. Bonnie will get them set up jamestownparksanrec.com email addresses and email information to board.

**REPORTS:**

**Amy:** Submitted written report. Child care grant has been extended to August 15 and reduced 50%.

**John M:** Submitted written report.

**Junior:** Submitted written report.

**Bob:** Submitted written report. Fertilized JBS & Trapper field – uptick in mowing. Pictures were passed around of playground equipment that was painted, JBS and the Bunker. Bob requesting an additional full time benefitted employee. After some discussion, Ron Olson made a motion to put on the agenda for the August Meeting. Mark Ukestad seconded. All approved

**John R:** Submitted written report. Another golf tourney added. PORK open August 15<sup>th</sup>.

Mindi Schmitz reminded that strategic planning will take place after the August board meeting.

Next meeting is scheduled for August 10, 2020.

Mark Ukestad motioned adjourn meeting. Chairperson Mindi Schmitz adjourned meeting at 5:05pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON