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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Doug Hogan, Director
SUBJECT: Board Meeting – Monday, September 14, 2020 4:00PM

Meeting will be held at TRAC – Multipurpose Room

- I. MINUTES OF THE PREVIOUS MEETING**
- II. FINANCIAL REPORT**
 - A. Monthly bills**
 - B. Financial Statement**
- III. OLD BUSINESS**
 - A. Board Development**
 - i. Strategic Plan – follow up after the October Board meeting**
 - B. Covid-19**
- IV. NEW BUSINESS:**
 - A. Park Hours**
 - B. Remote Work Policy**
 - C. Financial Software**
 - D. Cart Storage – Winter Rates**
- V. REPORTS:**
 - A. Winter Sports Buildings (Mike S) - Junior**
 - B. Administration/Finance (Mindi) – Doug**
 - C. Parks Maintenance (Mike L) – Bob**
 - D. Hillcrest ProShop/Recreation Programs (Mike S./Ron O) - John R**
 - E. TRAC (Mark) – Amy**
 - F. Hillcrest Maintenance (Mike S) - John M**

BUDGET HEARING September 14, 2020 6:00PM at the Parks & Rec Office

**Next:
Board Meeting Monday, October 12, 2020 4:00pm**

MINUTES OF THE REGULAR BOARD MEETING DATED September 14, 2020
MEETING held at TRAC Multipurpose room

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

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

GUESTS: None

ABSENT: Amy Walters

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

Ron Olson made a motion to approve the August 10, 2020 minutes after correction: change Vice Chairman Ron Olson to Vice Chairman Mike Landscoot. Mark Ukestad 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: Notes from the August planning session are included in packet. Jodi will meet with the board following the October board meeting.

COVID-19: Bob Schuchard reported that supplies are in good shape – prices have increased on PPE. When adult leagues start, a player must be listed on the roster and will be checked in at a separate entrance at TRAC. COED Volleyball and Adult Basketball have been moved to start in January to limit exposure to TRAC members.

NEW BUSINESS:

Park Hours: Doug Hogan reported after having vandalism issues at the parks he met with the police chief, mayor and city administrator. Police recommend signage with park hours listed. Doug recommended Park Closed from 10:30pm to 5:00am. Currently we do state the parks close at 10:30pm but do not have signs posted or what time it is closed till. We would need to have a 1st and 2nd reading to pass the ordinance. Will draft and have our attorney review with the goal of first reading at the October board meeting.

Remote Work Policy: Doug Hogan stated during the shut-down we did have some employees working from home and we should have a policy regarding working from home. Bonnie Ukestad and Doug drafted a policy that was sent to our attorney for review. She had a few changes and added language. Mindi Schmitz made a motion to approve the Remote Work Policy as presented. Mike Soulis seconded. Mindi Schmitz – Yes, Mark Ukestad– Yes, Mike Landscoot – No, Mike Soulis – Yes, Ron Olson – Yes. Passed 4-1.

Financial Software: Bonnie Ukestad reported that our current financial software needs to be replaced as Vermont Systems will no longer be supporting our current financial software – FinTrac. Support will end December 31, 2020. We asked our Auditors for recommendations and narrowed it down to Tyler Technologies Incode and Abila MIP. We are recommending Tyler Technologies Incode as it has the ability to integrate with our recreational software, is geared to government agencies versus MIP which is more for non-profits such as American Heart Association/Girl Scouts and meets all of our needs. We purchased FinTrac in 2006 for \$28,000 with annual maintenance of \$3,000. Tyler Technologies Incode is a cost of \$45,480 with an annual maintenance of \$22,096. Tyler also has recreation software that could be added at a later time should something happen with Rec Trac. Discussion on the annual maintenance fee of \$22K

as it is a lot of money. Mindi Schmitz made a motion to approve the Tyler Technologies Incode Software as presented. Mark Ukestad seconded. Mindi Schmitz – Yes, Mark Ukestad– Yes, Mike Landscoot – No, Mike Soulis – No, Ron Olson – Yes. Passed 3-2.

Cart Storage – Winter Rates: Doug Hogan reported that at our manager’s meeting it was brought up to have a winter cart storage fee as a way to generate some revenue for the golf course. Current rate for storage would be for April to October with a storage rate of \$100.00 for the winter months; November-March. You would have the option to store for winter or remove cart from the building for the winter. This is for discussion at this time as members are currently paid until January so this would apply to next season.

REPORTS:

Written reports were submitted.

Junior Kautz added that power was lost to the Winter Sports Building sometime Saturday, September 12th to Sunday, September 13th which affected the quality of ice, losing some ice rentals on Sunday. Ottetail found two circuits were blown.

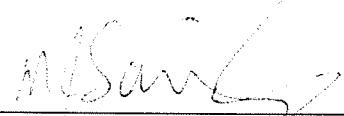
Bob Schuchard added that September 21st we will begin to blow out irrigation systems.

Next meeting is scheduled for October 12, 2020. Follow-up from Strategic Planning will take place following board meeting.

Mark Ukestad motioned adjourn meeting. Chairperson Mindi Schmitz adjourned meeting at 4:51pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON