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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Doug Hogan, Director
SUBJECT: Board Meeting – Monday, March 8, 2021 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. Covid-19**
 - B. Silent Auction Update**
 - C. UJ Women's Hockey**
- IV. NEW BUSINESS:**
 - A. Facility Restroom Update**
 - B. Strategic Plan – See Attached**
 - C. Splash Park Fee Structure**
 - D. Conflict of Interest Policy – Audit Recommendation**
 - E. Asset Capitalization Policy – Audit Recommendation**
- V. REPORTS:**
 - A. Hillcrest Maintenance (Mike S) - John M**
 - B. Winter Sports Buildings (Mike S) - Junior**
 - C. Administration/Finance (Mindi) – Doug**
 - D. Parks Maintenance (Mike L) – Bob**
 - E. Hillcrest ProShop/Recreation Programs (Mike S./Ron O) - John R**
 - F. TRAC (Mark) – Amy**

Next:

Board Meeting Monday, April 12, 2021 4:00pm

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

MINUTES OF THE REGULAR BOARD MEETING DATED March 8, 2021
at TRAC Multipurpose room

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

OTHERS: Doug Hogan - Director, Bonnie Ukestad, John Miller, Junior Kautz, Bob Schuchard, Amy Walters, Jim Speidel

GUESTS: Erik Laber – City Forester, Tom Blackmore – City of Jamestown, Sean Johnson and Dustin Jensen - University of Jamestown

ABSENT: John Ruff

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

Ron Olson made a motion to approve the February 8, 2021 regular meeting minutes Mark Ukestad seconded. All approved.

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

OLD BUSINESS:

Covid-19: Jim Speidel discussed that the city of Jamestown extended mask mandate for front facing employees until April 5th. Currently, staff are continuing to wear masks and sanitize.

Silent Auction (old equipment) – Summer 2021: Jim Speidel said a list of about 27 items has been compiled but believes it would be beneficial to wait until Summer 2022 in order to have this summer/fall to clean up and note deficiencies of equipment. Also, that will allow us time to see what can and cannot be fixed.

UJ Women's Hockey: UJ is looking at adding a Women's Hockey team in the 2022-23 season. Currently there is not space for another locker room in the building. UJ's preliminary plans of renovating the current north east corner office area to a locker room includes an office area above the locker room and a skate sharpening area on the main floor. Tom Blackmore stated there are no issues with the preliminary plans. Dustin Jensen said that UJ will be 100% responsible for all the renovations including the office and skate sharpening areas. Mindi requested that we see a design and get a contractual agreement to be reviewed at the next meeting.

NEW BUSINESS:

Facility Restroom Update: Doug Hogan discussed that he and Jim Speidel toured the parks restrooms with the architect and received the drawings today. A conference call is planned for later in the week and will get cost estimate. Working with South Central Regional Council and Garrison Diversion on additional funding to go with the \$200,000.00 coming from the City of Jamestown. Once we receive the estimates that will determine how many restrooms can be done right away. Ten restrooms have been identified for the project. If funding does not cover all bathrooms at once, Doug & Jim will prioritize by heaviest use.

Strategic Plan: The managers met and came up with a easy to read document that defines our strategic plan with three objectives and will be posted on our website. The second page outlines capital outlay monies allocated to go along with our strategic plan. Mark Ukestad made a motion to approve the Strategic Plan document. Mike Soulis seconded. All approved.

Splash Park Fee Structure: Amy presented Splash Park Fee structure recommended by the TRAC Advisory Committee. The committee investigated and reviewed other splash park fees. Splash Park fees will be included in a TRAC membership and potentially will help maintain

membership over the summer months. Splash Park will be open from Memorial Day to Labor Day with options to be open later/early depending on staffing.

Hours: Monday-Saturday 10:00am-8:00pm; Sunday 12:00pm-8:00pm

Fees: Admission included in TRAC Membership or TRAC day pass

Daily Admission: Youth \$4.00, Adult \$2.00, Family \$12.00

Season Pass (unlimited visits): Youth \$80.00, Family \$175.00

Punch Card (10 Visits): \$36.00 (no distinction between youth/adult)

Mindi Schmitz made a motion to approve the Splash Park Fees as presented. Ron Olson seconded. All approved.

Conflict of Interest Policy: Our auditor has recommended that we have a conflict of interest policy. The drafted policy was included in the board packets. Mindi Schmitz made a motion to approve the policy as presented. Mike Soulis seconded. All approved.

Asset Capitalization Policy: Our auditor has recommended that we have an asset capitalization policy. They have recommended capital assets and infrastructure assets with a cost of \$5,000.00 or more are recorded and depreciated for annual reporting purposes. Mike Soulis made a motion to approve asset capitulation policy. Mark Ukestad seconded. All approved.

Erik Laber – City Forester said that Audubon is coming Thursday to evaluate grant for buckthorn. He is also getting a tree order together for the city if we need any trees, he can add them to the order.

REPORTS:

Written reports were submitted.

Annual Easter Egg hunt will be Saturday, April 3rd.

Grand opening for Splash Park is set for Saturday, June 5th.

Mark Ukestad made a motion to adjourn meeting. Chairperson Mindi Schmitz adjourned meeting at 4:40pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON