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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, April 12, 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. UJ Women's Hockey**
- C. Facility Restroom Update**

IV. NEW BUSINESS:

- A. Gross Revenue Refunding Bonds – Mike Manstrom**
- B. 2021-2022 Ice Rental Rates**
- C. Marketing/Communication Specialist & Guest Services Supervisor
Job Descriptions**
- D. Splash Bash**
- E. Budget Timeline**

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**

Next:

Board Meeting Monday, May 10, 2021 4:00pm

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

MINUTES OF THE REGULAR BOARD MEETING DATED April 12, 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, Amy Walters, Jim Speidel, John Ruff

GUESTS: Erik Laber – City Forester, Sean Johnson and Dustin Jensen - University of Jamestown, Trent Hillerud – Hillerud Construction, Mike Manstrom – Colliers Securities, Keith Norman – Jamestown Sun

ABSENT: NONE

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

Mike Soulis made a motion to add Hiring Process to the agenda under New Business. Mike Landscoot seconded. All approved.

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

Mark Ukestad made a motion to approve the Financial Report. Mike Soulis seconded. All approved.

OLD BUSINESS:

Covid-19: Jim Speidel discussed that the city of Jamestown discontinued mask mandate. Currently, staff are continuing employee temps and disinfecting.

UJ Women's Hockey: Dustin Jensen - UJ appreciated feedback from board members about equality in men and women's locker rooms with restrooms and showers. UJ is proposing to use the unused locker room by the high school girls locker room for the UJ Women's Hockey team. Also, the men's and women's locker rooms could be used as space for Officials when locker rooms are not in use. Would still add a locker room in the NE corner with office space above and room for skate sharpening & rentals. UJ would absorb the entire cost of the project with no cost to Jamestown Parks and Recreation Department. Also, proposed is taking out the east bleachers in Eagles arena to build an additional locker room. Construction would likely begin next summer. Mike Soulis motioned to approve the plans that UJ, Hillerud Construction and Junior have discussed. Mark Ukestad seconded. All approved.

Facility Restroom Update: Doug Hogan stated that he, Jim Speidel, architects and Dave Hillerud toured the restrooms again. More specific plans are being drawn up and Hillerud Construction will put together an estimate. Identified bathrooms are Jack Brown Stadium, both bathrooms at McElroy, Klaus, Nickeus, Hillcrest softball & soccer complexes.

NEW BUSINESS:

Gross Revenue Refunding Bonds: Mike Manstrom – Colliers Securities. The bonds from Winter Sports Building/Hillcrest Golf Course were last refunded in 2015. Currently they mature in 2033. With the low interest rates we could refinance and have a payment savings of approximately \$15,000 per year. The process takes about six weeks to complete. Mike Soulis would also like to see the difference if we use that saving to keep the payment the same but see how many years can be knocked off. Mike Soulis motioned to start the process of refunding with different options. Ron Olson seconded. All approved.

2021-2022 Ice Rental Rates: Current Ice Rental Rates are \$73 and we did not increase them last year due to Covid but had the following rates approved in 2019: Increase for 2021-2022 increase to \$76.75, 2022-2023 increase to \$82.80, and 2023-2024 increase to \$87.00. Mindi Schmitz motioned to approve the ice rental rates as presented. Mike Soulis seconded. All approved.

Marketing/Communications Specialist & Guest Services Supervisor Job Descriptions: Mindi Schmitz presented job descriptions reassigning roles of current staff. The current Guest Service Coordinator would move to the Guest Service Supervisor and the Guest Services/Marketing Supervisor would move to the Marketing Communications Specialist for the entire district. Mike Soulis would like to have more discussion and not make a decision at today's meeting. There is a cost to our budget. Mike Landscoot would like to have conversations with each of the managers. Decision to table until the next meeting.

Splash Bash: Amy provided a flyer for the Splash Bash – Grand Opening for Meidinger Splash Park June 5th listing the activities that are being planned. 3 on 3 basketball tourney, cornhole, kids games, bingo, food vendors which will give us a percentage of their sales, Old Friends Band to play from 8pm-11pm with the possibility of alcohol sales during that time.

Budget Timeline: Handout was included in the board packet. Bonnie stated it was provided a month earlier to give board more time to make salary decisions and included the starting wages for most part time positions that were last updated in 2014. By the June meeting salary information is needed for working into the budget. The preliminary budget will be presented to the board of commissioners in July. August 10th is the preliminary budget deadline with the final budget deadline October 12th.

Hiring Process: Mike Soulis requested clarification for when positions come to the board for approval. Mindi S. recommends that we create a document for the hiring process. Investigate the process and bring to the next meeting.

REPORTS:

Written reports were submitted. Additions to reports:

Junior - that we received a check almost \$305 for livestreaming games.

Doug – retirement party for Bob will be April 30th at the Bunker. Time to be announced later.

Jim – dismantled outdoor rink in West Fargo and brought to Jamestown, will be utilized at McElroy Park. Potential to get another rink from WF at a later date. McElroy Park has been vandalized a number of times, working with Jamestown Police Department.

Ruff – Memberships are off to a good start.


Amy – Mike Koushkouski, Facility Maintenance Supervisor has put in his 2 week notice.

Miller – Pond liner – no warranty – wind/elements tore apart.

Mark Ukestad made a motion to adjourn meeting. Chairperson Mindi Schmitz adjourned meeting at 5:20pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON