



1002 2nd Ave. SE. P.O. Box 2014
Jamestown, ND 58402-2014
Phone: 701-252-3982
Fax: 701-252-3914

TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS
FROM: Doug Hogan, Director
SUBJECT: Board Meeting – Monday, May 10, 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. Facility Restroom Update**
 - B. Gross Revenue Refunding Bonds**
 - C. Marketing/Communication Specialist & Guest Services Supervisor Job Descriptions**
- IV. NEW BUSINESS:**
 - A. TRAC Membership & Rental Fees**
 - B. Splash Pad Concession Job Description**
- V. REPORTS:**
 - A. Administration/Finance (Mindi) – Doug**
 - B. Parks Maintenance (Mike L) – Jim**
 - C. Hillcrest ProShop/Recreation Programs (Mike S./Ron O) - John R**
 - D. TRAC (Mark) – Amy**
 - E. Hillcrest Maintenance (Mike S) - John M**
 - F. Winter Sports Buildings (Mike S) - Junior**
 - G. City Forester – Erik Laber**

Next:
Board Meeting Monday, June 14, 2021 4:00pm

MINUTES OF THE REGULAR BOARD MEETING DATED May 10, 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: NONE

ABSENT: NONE

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

Ron Olson made a motion to approve the April 12, 2021 regular meeting minutes Mike Landscoot seconded. All approved.

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

OLD BUSINESS:

Facility Restroom Update: Doug Hogan stated we are waiting for cost estimate from Hillerud. Amy Walters is working on securing grant from South Central Regional Council. City or county needs to be the sponsor so it will be on the City's agenda for approval.

Gross Revenue Refunding Bonds: Doug Hogan informed that the information he received from Mike Manstrom by refinancing the bonds we would save \$192,879.00 and drop 1 year off so payments on bonds would be done in 2032 vs 2033. Mark Ukestad made a motion to refinance the B Bonds per consultant. Mindi Schmitz seconded. All approved.

Marketing/Communications Specialist & Guest Services Supervisor Job Descriptions: Discussion was held on the positions. Mindi Schmitz made a motion to approve both job descriptions. The motion died for a lack of second.

NEW BUSINESS:

TRAC Membership & Rental Fees: Fee Structure was provided with current and recommended rates:

	Daily Rates		Monthly		Annual	
	Current	Proposed	Current	Proposed	Current	Proposed
Individual	\$10	\$10	\$45	\$47	\$495	\$517
Family	\$25	\$25	\$80	\$85	\$880	\$935
Youth	\$8	\$8	\$35	\$37	\$385	\$407
Senior	\$8	\$8	\$35	\$37	\$385	\$407

Rental Fees to stay the same but add a \$100 rental fee to the hourly rental for tournaments and \$25 rental fee to the hourly rental rate (to help recoup staff and cleaning costs)

Learning Center Rates

	Current		Proposed	
	Member	NonMember	Member	NonMember
Preschool	\$600	\$700	\$621	\$721
Before School	\$100	\$150	\$122.50	\$182.50
After School	\$200	\$250	\$225	\$325
Both	\$260	\$300	\$275	\$365

Change Lunch fee from Daily to Monthly.

Mike Soulis made a motion to accept the TRAC membership and rental fees as presented, effective January 1, 2022. Ron Olson seconded. All approved.

Splash Pad Concession Job Description: A job descriptions for Splash Pad Concession workers was presented. Mindi Schmitz motioned to approve job description. Ron Olson seconded. All approved.

REPORTS:

Written reports were submitted. Additions to reports:

Doug/Bonnie – discussed timeline for budget. A special meeting for salaries will be May 25, 2021 4:00pm

Jim – received another rink from West Fargo. Irrigation is going. Bathrooms are open

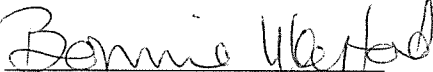
Ruff – Grades 1-4 programs done, women's VB last night tonight, Hillcrest going well.

Amy – 2 applicants for Facility Maintenance Supervisor, programs wrapping up, Splash Bash planning, ribbon cutting June 4th.

Miller – One of the two 25 HP pumps failed – can't water at night – new pump recommended, approx. \$4,500-\$5,000 for new one. Mike Landscoot motioned to buy 2 pumps, if cost is more than \$5,000 each – only purchase 1 pump. Ron Olson seconded. All approved.

Junior – ice is out, rollerblading next week, ATM to be moved to Hillcrest Thurs or Fri.

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


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON