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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Doug Hogan, Director**

**SUBJECT: Board Meeting – Monday, July 12, 2021 4:00PM**

**Meeting will be held at TWO RIVERS ACTIVITY CENTER**

- I. MINUTES OF THE PREVIOUS MEETING**
- II. FINANCIAL REPORT**
  - A. Monthly bills**
  - B. Financial Statement**
- III. OLD BUSINESS**
  - A. Facility Restroom Update**
  - B. Pickleball Courts**
  - C. Trapper Field Lights**
- IV. NEW BUSINESS:**
  - A. Trac Equipment Lease**
  - B. Certificate of Levy – 2022 Budget**
  - C. 2022 Facility Funds Allocation**
  - D. PT/FT eligibility for annual raise (probation period/anniversary date)**
- V. REPORTS:**
  - A. Hillcrest ProShop/Recreation Programs (Mike S./Ron O) - John R**
  - B. TRAC (Mark) – Amy**
  - C. Hillcrest Maintenance (Mike S) - John M**
  - D. Winter Sports Buildings (Mike S) - Junior**
  - E. Administration/Finance (Mindi) – Doug**
  - F. Parks Maintenance (Mike L) – Jim**
  - G. City Forester – Erik Laber**

**Next:  
Board Meeting Monday August 9, 2021 4:00pm**

MINUTES OF THE REGULAR BOARD MEETING DATED July 12 2021  
at TRAC Multipurpose room

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

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

GUESTS: Shawn Banet, Joan Morris, Kevin Gall and Kari Ness

ABSENT: NONE

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

Mike Landscoot made a motion to approve the June 14, 2021 regular meeting minutes. Mark Ukestad seconded. All approved. Ron Olson made a motion to approve the June 28, 2021 special meeting minutes. Mike Landscoot seconded. All approved.

Financial Report and monthly bills were unavailable due to new financial software transition. Will have a special meeting when they are ready.

**OLD BUSINESS:**

**Facility Restroom Update:** Doug Hogan stated that after speaking with the architect, we should hold off on developing bid documents until we know if grant monies are awarded. The project can't have started before the grant is awarded. Once we know grant money amount, it will be determined if we are able to do all the bathrooms at once or in stages.

**Pickleball Courts:** In discussion with Leroy Gross – Jamestown Police Department, relocating the skate park is a good idea. Need to find a location. Then the skate park can be used for pickleball. It is estimated 6-8 courts will fit. Need to get pricing on resurfacing and adding nets. Mindi will get together with Troy Gunderson (representing skate park) and Leroy gross for new location of skate park.

**Trapper Field – Lights, Joan Morris:** Joan Morris, Doug Hogan and Kevin Gall met with representatives from Musco Sports Lighting, they provided an estimate for 200' fence (moving current fence in) and 250' fence (keeping current fence as is). \$130K-\$185K for 200' and \$170-230K for 250' lighting.

**NEW BUSINESS:**

**TRAC Equipment Lease:** The original equipment purchased for the facility: 1/3 purchased strength equipment, 1/3 purchased cardio equipment and 1/3 leased cardi equipment. The last payment on the lease will be 08/2021. Amy has been working with the equipment company and will tweak the types of equipment for next lease. Options are 48 month lease with \$1 buyout at \$1,659.00 per month or 48 month with balloon payment at \$1,533.00 per month. Mark Ukestad motioned to approve leasing at 48 months with the \$1 buyout at \$1,659.00 per month. Ron Olson seconded. All approved.

**Certificate of Levy – 2022 Budget:** Looking at increasing slightly to maximum mills of 33 for general fund and 5 for facilities for a total of 38 mills. 2021 mills were 37.24 so an increase of .76. With the estimated mill value received from the county:

General Fund:	\$1,645,000.00	(33mills)
Special Assessments:	\$ 110,000.00	(unlimited)
Facilities	<u>\$ 250,000.00</u>	(5mills)
	\$2,005,000.00	Preliminary Budget – Certificate of Levy

Ron Olson motioned to approve the preliminary budget as presented. Mark Ukestad seconded.

All approved.

**2022 Facility Funds Allocation:** The anticipated amount for 2022 facility fund monies is \$250,000.00 and \$79,800 in lease payments are already allocated, leaving \$170,200.00 to allocate. At present we are waiting on final numbers based on potential grant money for the bathroom project. If we do not receive the grant, we will need to use facility funds in addition to the funding received from the City. Also, equipment needs are being reviewed.

**PT/FT eligibility for annual raise (probation period/anniversary date):** Discussion on introductory period and annual raise. If FT employee's 6 month introductory ends in November do they get the annual raise? PT employees might work 3 months, then be on leave and come back. When are they eligible for annual raise? Managers were asked to provide a recommendation at the next board meeting.

**REPORTS:**

Written reports were submitted.

John R - The course has been busy – numbers are up.

Amy – Analyzing splash park hours. 10am-noon is slow with peak time from 3-6pm. Waterplay has manufactured troughs for the 2 at no cost. Landscaping and shade structures need completion at the splash park. Glycol system at TRAC has been repaired, all ports have been replaced. Partnering with JRMC cardio/pulmonary rehab. Also, have an agreement with basketball booster club with shooting machine.

John M – Waiting for pumps to arrive. Nursery area has been cleaned up.

Junior – Dehumidifier is delayed due to shipping.

Doug – reported that we don't need a reserve fund of \$139,000 as originally thought for the refunding of the WSB/golf course bonds. Mike Manstrom, Colliers will need to recalculate without the reserve fund. He will present at a special meeting.

Jim – mowing is slow with warm weather. Vetter Construction has donated shingling of Meidinger Warming house, will potentially shingle McElroy and Nickeus warming houses. Vandalism has slowed.

Erik – thanked Jim and John M for helping around nursery at Hillcrest.

Information was provided on State OMB contracts for marketing services.

Mark Ukestad made a motion to adjourn meeting. Chairperson Mindi Schmitz adjourned meeting at 5:13pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON