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**TO:** JAMESTOWN PARKS AND RECREATION COMMISSIONERS  
**FROM:** Doug Hogan, Director  
**SUBJECT:** Board Meeting – Monday, September 13, 2021 4:00PM

**Meeting will be held at PARKS & REC OFFICE**

- I. MINUTES OF THE PREVIOUS MEETING
- II. FINANCIAL REPORT
  - A. Monthly bills
  - B. Financial Statement
- III. OLD BUSINESS
  - A. Trapper Field Lighting – Joan Morris
  - B. Jamestown Pickleball – Kari Ness
- IV. NEW BUSINESS:
  - A. Director Search Committee Update - Mindi
  - B. Benefits (see attachment)
    - i. Juneteenth Holiday
    - ii. Part Time Employee Facility Pass
  - C. Marketing
- 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) – Jim
  - E. Hillcrest ProShop/Recreation Programs (Mike S./Ron O) - John R
  - F. TRAC (Mark) – Amy
  - G. City Forester – Erik Laber

**BUDGET HEARING – September 13, 2021 6:00pm**

**Next:  
Board Meeting Monday, October 11, 2021 4:00pm**

MINUTES OF THE REGULAR BOARD MEETING DATED September 13, 2021

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

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

**GUESTS:** Jarin Matheny – News Dakota, Joan Morris, Shawn Banet – Youth Fastpitch, Chad Kleinknecht, Kari Ness, Jay Schmitz and Tricia Gaffaney – Jamestown Area Pickleball Club

**ABSENT:** None

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

Mark Ukestad made a motion to approve the August 9, 2021 regular meeting minutes and the special meeting minutes August 30, 2021. Mike Soulis seconded. All approved.

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

**OLD BUSINESS:**

**Trapper Field Lighting – Joan Morris:** Joan Morris inquired status of the requested \$100K match from Parks & Rec for lighting. After some discussion on the remaining 2022 Facilities Monies to be allocated – Mike Soulis will work with managers on prioritizing the remaining allocation. Joan said the quote is for lights after fence moved in. Commissioners voted last meeting to leave the fence where it is at. Joan stated the project will not move forward since fence will not be moved.

**Jamestown Pickleball – Kari Ness:** Kari Ness provided an update that they have created the Jamestown Area Pickleball Club, have by-laws and seven board members. They are looking for places to play pickleball year-round, have leagues, clinics and camps. Research shows Pickleball is #1 growing sport in America. Mindi Schmitz informed the group we are still looking at relocating the skate park and converting skate park into pickleball courts.

**NEW BUSINESS:**

**Director Search Committee Update - Mindi:** Mindi Schmitz reported the committee met. Discussion on the makeup of the committee members and whether it should be the board; reassured commissioners will be involved in the process; review resumes and have final decision. Committee updated the job description and recommended a salary range of \$90,000-\$110,000 with no raise until after one year and no travel/relocation benefit. After some discussion, Ron Olson made a motion to approve the updated job description correcting typos and changing salary range to \$85,000-\$110,000. Mike Soulis seconded. All approved

**Benefits:** Juneteenth Holiday – Ron Olson made a motion to add Juneteenth as a recognized paid holiday. Mark Ukestad seconded. All approved.

**Part-time Employee Facility Pass:** Part-time employees would be able to purchase a facility membership pass for \$50.00 to be used at all facilities – excluding rentals. Tabled to next month.

**Marketing:** Doug Hogan updated commissioners that he and Amy met with a couple local marketing businesses to explore having an outside agency marketing. Discussed at managers meeting and would like to put together RFP to see what we can get. The RFP's would be brought to board for approval.

**REPORTS:**

Written reports were submitted.

John M – Aerification of greens is complete.

Junior – Dehumidification system will be here next week.

Doug – Bid opening for restrooms 2:00pm tomorrow – will have a special meeting Monday, September 20<sup>th</sup>.

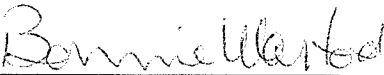
Jim – Sod & seeding at JBS looking good.

John R – Two tourneys left. 91 participants in girls VB and 108 in Football.

Amy– Splash Park is closed for season. Construction not complete – installation of slide runouts is needed. Warranty will not begin until construction is complete.

Doug Hogan informed board that Erik Laber, City Forester will be planting trees at Feton Park end of September and replacing 6-8 trees at Solien-Denault

Chairperson Mindi Schmitz adjourned meeting at 5:35pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON