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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Doug Hogan, Director**

**SUBJECT: SPECIAL BOARD MEETING Monday, September 20, 2021 4:00pm**

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

- I. Restroom Bids**
- II. Director Search Committee Update - Mindi**

MINUTES OF THE SPECIAL BOARD MEETING DATED  
September 20, 2021

PRESENT: Chairperson Mindi Schmitz, Ron Olson, Mark Ukestad, Mike Soulis, Mike Landscoot  
OTHERS: Doug Hogan, Bonnie Ukestad, Jim Speidel  
ABSENT: None  
GUESTS: Masaki Ova – Jamestown Sun, Dave Hillerud – Hillerud Construction,  
Rhet Fiskness – Rhet Architecture

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

**Restroom Bids:** Doug Hogan reviewed the addendum and bid tab. Base bid \$254,836 plus 2 alternates for a total of \$350,845. Rhet Fiskness discussed the 2 alternates:

1. Replacing ALL doors – base bid does include some doors – \$70,841
2. Painting ALL interior and exterior – base bid does include some painting - \$25,168

Rhett informed the board they can accept all or part of the alternates or even delay some bathrooms. Also discussed the base bid include metal partitions but suggest going to homogenous plastic (polywood) – this would increase costs approximately \$5,000. Money could be saved with Parks Maintenance Staff painting interior and exterior or reducing number of doors to replace – base bid includes 6 doors - #1 alternate is the other 18 doors (total of 24) – maybe all doors do not need replacing. Prioritizing bathrooms; Jack Brown Stadium, McElroy Softball, Hillcrest Softball & Hillcrest Soccer are the most used.

Mike Soulis made a motion to accept the bid (add plastic partitions approx. \$5,000) include alternate #1 (replacing all doors) and eliminate alternate #2 (painting will be done by Parks staff) with \$50,000 from our budget, \$200,000 from city and \$75,000 grant for a total cost of approximately \$325,000. Ron Olson seconded. All approved.

**Director Search Committee Update:** Mindi Schmitz stated the position has been posted. Bonnie Ukestad noted position was posted NDRPA (North Dakota Recreation & Parks Assoc), Job Service, JPRD Website & Facebook page, Jobs HQ, NRPA (National Recreation & Parks Assoc), MNRPA (Minnesota Recreation & Parks Assoc), SDPRA (South Dakota Parks & Recreation Assoc) & MTRPA (Montana Recreation & Parks Assoc).

Mindi stated the board will have more involvement in the process by having them view the applicants resumes. Each applicant will have a folder, each board member will review applicants' folders and will then rank the applications for the committee. Mindi stressed that this process will be confidential.

Next regular board meeting Monday, October 11, 2021.

Chairperson Mindi Schmitz adjourned meeting at 4:27 pm.

  
BONNIE UKESTAD, CLERK

  
MINDI SCHMITZ, CHAIRPERSON