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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Doug Hogan, Director**

**SUBJECT: Board Meeting – Monday, October 11, 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. Director Search Committee Update - Mindi**
  - B. 2022 Facility Fund Allocation**
  - C. Benefits – Part Time Employee Facility Pass**
- IV. NEW BUSINESS:**
  - A. Trapper Field Lighting Grant**
- V. REPORTS:**
  - A. Winter Sports Buildings (Mike S) - Junior**
  - B. Administration/Finance (Mindi) – Doug**
  - C. Parks Maintenance (Mike L) – Jim**
  - D. Hillcrest ProShop/Recreation Programs (Mike S./Ron O) - John R**
  - E. TRAC (Mark) – Amy**
  - F. Hillcrest Maintenance (Mike S) - John M**
  - G. City Forester – Erik Laber**

**Next:**  
**Board Meeting Monday, November 8, 2021 4:00pm**

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

MINUTES OF THE REGULAR BOARD MEETING DATED October 11, 2021

PRESENT: Chairperson Mindi Schmitz, 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: Masaki Ova – Jamestown Sun

ABSENT: Vice Chairman Mike Landscoot

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

Ron Olson made a motion to approve the September 13, 2021 regular meeting minutes, September 13, 2021 Budget Hearing Minutes and the special meeting minutes September 20, 2021. Mark Ukestad seconded. All approved.

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

**OLD BUSINESS:**

**Director Search Committee Update - Mindi:** Mindi reported the search committee met October 6<sup>th</sup> and have come up with interview questions. Deadline for applications is October 15<sup>th</sup>. The following week October 18-22 each board member needs to set up a time with Bonnie to review and rank each candidate in areas related to the job description. The search committee will meet October 27-28 and will set up interviews for November 1<sup>st</sup>-5<sup>th</sup>. There will be meet and greet with the candidates at noon and 5:00pm November 1<sup>st</sup>-5<sup>th</sup>.

**2022 Facility Fund Allocation:** Presented last month. Mike Soulis to meet with managers to prioritize remaining allocation.

**Benefits – Part-time Employee Facility Pass:** After much discussion tabled to next month.

**NEW BUSINESS:**

**Trapper Field Lighting Grant:** The Land and Water Conservation Fund has funds available for this project. Amy Walters wrote a grant for \$295,575.00 for 6 poles with lights, 3 transformers, architectural fees, some fencing adjustments to place poles due to irrigation. It is a 50/50 grant and project would be end of 2022 or 2023. Outfield fence will stay (not be moved in). Doug Hogan discussed with Joan Morris if she could make contact with her donors to see if they would still be interested.

**REPORTS:**

Written reports were submitted.

Junior – over \$500 in public skate this past week.

Doug – Pepsi contract is up in April.

Jim – Proud of the work at the rock wall in McElroy Park; trees and plants have been added, a fence is planned. Also, a number of trees have been added to some of the parks.

John R – Youth FB was rained out.

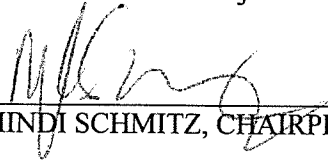
Amy– Vandalism in the locker rooms at TRAC. Pool hours reduced due to lack of staff. The grant for outdoor space included multipurpose courts – looking at changing to pickleball courts.

John M – Aerification complete. Blowout is scheduled for October 22-23 and will start draining that week.

Doug Hogan informed board that Erik Laber, City Forester will be planting trees along old hospital hill, Solien-Denault, behind the office, Klaus, McElroy and TRAC. Erik has a contractor that will start the buckthorn removal this fall.

Mark Ukestad motioned to adjourn. Chairperson Mindi Schmitz adjourned meeting at 5:02pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON