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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, November 8, 2021 4:00PM

- I. MINUTES OF THE PREVIOUS MEETING**
- II. FINANCIAL REPORT**
 - A. Monthly Bills**
 - B. Financial Statement**
- III. OLD BUSINESS**
 - A. 2022 Facility Fund Allocation**
 - B. Benefits – Part Time Employee Facility Pass**
 - C. Trapper Field Lighting Update**
- IV. NEW BUSINESS**
 - A. Search Committee Executive Director Recommendation**
- 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 Building (Mike S) – Junior**
 - G. City Forester – Erik Laber**

Next:
Board Meeting Monday, December 13, 2021

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

MINUTES OF THE REGULAR BOARD MEETING DATED November 8, 2021

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

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

GUESTS: Masaki Ova – Jamestown Sun, Warren Abrahamson – NewsDakota,
Director Search Committee Members: Searle Swedlund, Rob Lech and Sarah Helleckson

ABSENT: None

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

Mindi requested additions to the agenda D. Marketing RFP E. TRAC Advisory Committee Nominees and move New Business item A. Search Committee Executive Director Recommendation after II. Financial Report. All agreed.

Ron Olson made a motion to approve the October 11, 2021 regular meeting minutes, October 25, 2021 special meeting minutes and October 28, 2021 special meeting minutes. Mike Landscoot seconded. All approved.

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

NEW BUSINESS:

Director Search Committee Update - Mindi: Mindi introduced the search committee. Rob Lech handed out memo that discussed the process and rankings. Mindi Schmitz made a motion to accept the recommended candidate, Amy Walters. Mike Soulis seconded. Roll call vote: Mindi Schmitz – Yes, Ron Olson – Yes, Mike Landscoot – Yes, Mark Ukestad – No, Mike Soulis – Yes. Approved 4-1. Salary will be determined at a special meeting in two weeks.

OLD BUSINESS:

2022 Facility Fund Allocation: Mike Soulis was unable to meet with all managers to prioritize remaining allocation and recommends waiting for input from new director. Tabled until next month.

Benefits – Part-time Employee Facility Pass: It was discussed at the manager’s meeting last week – Jim & Bonnie were not at meeting so it was tabled to next manager’s meeting.

Trapper Field Lighting Grant: Doug Hogan reported he contacted Joan Morris to see if donors were still willing to donate if fence is not moved. She indicated some donors may be ok.

Marketing RFP: Amy Walters presented Marketing RFP that was discussed at manager’s meeting. If approved the RFP will be sent out. Proposals will be reviewed at the next manager’s meeting with a recommendation brought to the December Board Meeting. Ron Olson motioned to approve the Marketing RFP as presented. Mark Ukestad seconded. All approved.

TRAC Advisory Committee Nominees: Two members of the current committee terms are up and would like to replace with Dr. Alex Looyesen and Jessica Haak Edland. Ron Olson motioned to approve names as presented. Mike Soulis seconded. All approved.

REPORTS:

Written reports were submitted.

Doug – NDRPA had requests for legislative session, it has now been scaled down from 5 million to \$500,000 per request.

Jim – Bathrooms are closed for the season. Diamond 10 won't be ready for next spring due to city working on exposed pipe in the river.

John R – Golf course reopened with the nice weather and will close again tomorrow.

Amy– No applicants yet for the FT Maintenance Technician. Associated Pools came today and are installing the slideouts at the Splash Pad.

John M – Blowout of irrigation went well.

Junior – High school season has started and public skating is seeing great numbers.

Mindi Schmitz requested special board meeting in two weeks; November 22, 2021 at 4:00pm

Mark Ukestad motioned to adjourn. Chairperson Mindi Schmitz adjourned meeting at 4:46pm.



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON