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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, December 13, 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. Marketing RFP**
- IV. NEW BUSINESS**
 - A. Hillcrest Golf Course Rates**
- V. REPORTS**
 - A. Administration/Finance (Mindi) – Doug/Amy**
 - 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, January 11, 2021

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

MINUTES OF THE REGULAR BOARD MEETING DATED December 13, 2021

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

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

GUESTS:

ABSENT:

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

Mike Soulis requested meeting location be added to the agenda under new business.

Ron Olson made a motion to approve the November 8, 2021 regular meeting minutes and November 22, 2021 special meeting minutes. Mark Ukestad seconded. All approved.

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

OLD BUSINESS:

2022 Facility Fund Allocation: Amy Walters explained the new layout that was included in the board packet to better align with 3-year strategic plan. 2022 Budgeted \$250,000.00.

Cushman Hauler	\$ 3,252.00	80-5-700-06104
Trac Equip Lease	\$20,112.00	80-5-900-06104
Parks Mower/Toro Lease	\$39,160.00	80-5-000-06104
HC Reel/Bed Knife Lease	\$17,515.00	80-5-710-06104
TRAC Batting Cages	\$ 4,800.00	80-5-900-06104
Park Signage (1 sign)	\$ 8,000.00	80-5-000-06105
Bunker AC/Furnace	\$23,000.00	80-5-100-06102
Kaivac Cleaing Machine	\$18,000.00	80-5-800-06104
HC Rough mower Lease	\$27,904.00	80-5-710-06104
HC Tee Box Signage	\$12,000.00	80-5-700-06105
Replace 2 pickups	\$20,000.00	80-5-000-06103
Bathrooms	\$50,000.00	80-5-000-06102
Other	\$ 6,257.00	80-5-000-06105

Mark Ukestad made a motion to accept the proposed facility fund allocations. Mike Soulis seconded. All approved.

Benefits – Part-time Employee Facility Pass: Amy Walters presented the documentation in the packet. This format can be used to present other agenda items that need action. Statement/Purpose, Background, Impact, Recommendation and Justification can be seen on this document. Leadership team recommends no cost facility pass for a trial period. It is important to provide employees with this benefit to participate at and utilize JPRD facilities. Current staffing market, it is difficult to recruit and retain quality staff. Mike Soulis made a motion to approve the additional benefit to part-time employees of a no cost individual facility pass as presented effective January 1, 2022. Ron Olson seconded. All approved.

Marketing RFP: Amy Walters informed the board we received 4 proposals that were significantly over the \$30,000 budgeted. Amy will reach out to find out what we can get for our budget.

NEW BUSINESS:

Hillcrest Golf Course Rates: Doug Hogan presented the proposed rate increases for Hillcrest Golf Course. Memberships to increase \$50 except Intermediate and Juniors (\$25), green fees increase \$1.00, punch cards increase \$10, rentals increase some, lockers and cart storage remain the same. Mark Ukestad motioned to approve the rates as presented. Mindi Schmitz seconded. All approved.

Meeting Location: Mike Soulis requested future meetings be held at the Two Rivers Activity Center (TRAC) multi-purpose room. Ron Olson seconded. All approved.

REPORTS:

Written reports were submitted.

Amy:

- board communication will be done through jamestownparksandrec.com emails
- Received notification of funds approved for Trapper Field Lighting Project (2023).
- The 2022 revision for outdoor courts was approved and includes 6 pickleball courts, sand volleyball, bocce – total cost of project \$300,000.00
- Diamond 10 will be unavailable for the 2022 season – Amy will meet with groups for scheduling.
- TRAC Facility Manager position open until December 15th.
- Thursday, December 16th 4pm-6pm at the Bunker for Doug's Retirement Open House.
- Tuesday, December 21st 11am-1pm at the Bunker for JPRD Staff Christmas Lunch

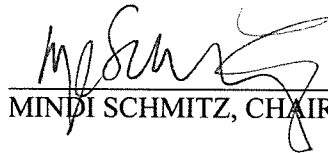
Jim – removed trees from Meidinger and McElroy parks. Flooding Rinks.

John M – Snow mold app applied, top dressed and servicing fleet.

Junior – Hockey day ND January 20-24. Applying for a lighting grant.

Mark Ukestad motioned to adjourn. Chairperson Mindi Schmitz adjourned meeting at 4:55pm.


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON