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**TO:** JAMESTOWN PARKS AND RECREATION COMMISSIONERS  
**FROM:** Doug Hogan, Director  
**SUBJECT:** Board Meeting – Monday, August 13, 2018 4:00PM

- I. MINUTES OF THE PREVIOUS MEETING
- II. FINANCIAL REPORT
  - A. Monthly bills
  - B. Financial Statement
- III. OLD BUSINESS
  - A. Board Development
    - i. ND League of Cities – Elected officials training
    - ii. NDRPA Commissioners Training Webinar
  - B. Pool Demolition
- IV. NEW BUSINESS:
  - A. Meeting Protocol - email
  - B. Board Development
    - i. NDRPA - Parks & Recreation Conference
  - C. Outstanding Ice Time Bills
  - D. 2018-19 Ice Rental Rates
  - E. AFLAC for Part time employees
  - F. Shared Parking Agreement with FCCU
  - G. Strategic Plan
- V. REPORTS:
  - A. Parks Maintenance - Ted
  - B. Hillcrest ProShop - John R
  - C. Hillcrest Maintenance - John M
  - D. Winter Sports Buildings - Junior
  - E. TRAC - Amy

**Next Board Meeting Monday, September 10, 2018 4:00pm**  
**Public Hearing (Budget) Monday, September 10, 2018 5:30pm**

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

MINUTES OF THE REGULAR BOARD MEETING DATED August 13, 2018

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

OTHERS: Doug Hogan, Director, Bonnie Ukestad, John Miller, John Ruff, Junior Kautz, Ted Kapp, Amy Walters

GUESTS: Tom LaVenture – Representing the Jamestown Sun

ABSENT: none

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

Mike Soulis requested to add to the agenda under New Business G. Strategic Plan. All approved to add to the agenda.

Mark Ukestad made a motion to approve the July 9, 2018 minutes as written. Mike Soulis seconded. All approved.

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

**OLD BUSINESS:**

**Board Development:** The board had 2 training opportunities in the last month – ND League of Cities (elected officials training) and NDRPA Commissioners Training Webinar. This was a good reminder of open meeting and open records.

**Pool Demolition:** John Shockley with Ohnstad Twichell Attorneys sent a Memorandum summarizing financing pool demolition. Demolition is scheduled to begin this week and be completed September 15<sup>th</sup>. John Shockley joined meeting via conference call to discuss options. They recommend certificate of indebtedness at Unison Bank. John spoke with Unison Bank and they are ok with the terms: 1. \$182,000 (amount to be confirmed) 2. Repayment 5 years – no penalty for early payoff 3. Payable from funds received from state and any excess property taxes or other available funds 4. Tax-exempt 5. Interest rate between 4% and 4.5%. Ohnstad Twichell will prepare all documents (fee will be \$1500).

Mike Soulis motioned to authorize Ohnstad Twichell (John Shockley) to proceed with recommendation of certificate of indebtedness with Unison Bank and give Doug Hogan/Bonnie Ukestad authority to sign necessary documents. Mark Ukestad seconded. All approved.

**NEW BUSINESS:**

**Meeting Protocol:** Agenda items should be to Doug by Wednesday prior to board meeting. Discussion on how meeting packets are distributed; email vs. mailing. After much discussion all members could not come to a consensus - will discuss at a future meeting.

**Board Development:** NDRPA Conference Schedule was included in packet for anyone interested in attending - September 11-13 in Dickinson.

**Outstanding Ice Time Bills:** Two groups have outstanding bills for ice time; \$7,157.50 & \$630.00. They are disputing paying zamboni time. Currently when a group is scheduled to be on the ice for an hour they are billed for their hour of ice time plus 10 minutes for zamboni time. Both groups had paid ice time through February with no issues. Billings for March & April are unpaid (Figure skaters \$7,157.50 and Pure Hockey \$630.00). Discussion on zamboni time and how to collect outstanding amounts. Mike Soulis motioned for Doug Hogan & Junior Kautz to

meet with groups to agree to a payment plan before any ice time is scheduled. Mike Landscoot seconded. All approved.

**2018-19 Ice Rental Rates:** Current rates are \$55 per hour for months Nov-Feb and \$70 per hour for Sept-Oct and Mar-Apr. After much discussion of different rates, Ron Olson motioned \$73 per hour for all months - \$73 includes zamboni time. Mark Ukestad seconded. All approved.

**Aflac for Part-time employees:** Currently we offer Aflac for Full-time benefitted employees only. Discussed whether to include part-time employees if it would help recruit and retain employees. Board would like more information so we will invite Tonya Samuelson (our Aflac representative) to attend the next board meeting.

**Shared Parking Agreement with FCCU:** First Community Credit Union (FCCU) is remodeling and they want to have a parking agreement. FCCU would like to use Jack Brown Stadium parking as overflow parking during the week. We will communicate to FCCU if we are having a tourney. We will have access to FCCU parking lot on the weekends. Mike Soulis motioned to approve the shared parking agreement presented. Mike Landscoot seconded. All approved.

**Strategic Plan:** Mike Soulis would like to see a strategic plan. Have someone to come in and do a facility audit and prioritize.

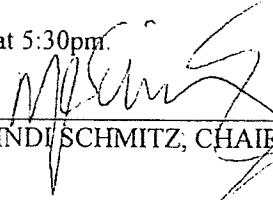
#### REPORTS:

- Ted:**
- Routine Maintenance
  - Softball fields have required extra work – smoothing rough areas
  - Looking for more help
- John R:**
- Held the Hillcrest open Friday and Niemeyer cup was Saturday & Sunday
  - Upcoming tourneys: August 18<sup>th</sup> – PORK Open, Sept 5<sup>th</sup> – Senior Tour, Sept 8<sup>th</sup> – year end tourney.
  - Youth Football starts Sept 8<sup>th</sup> and Girls Basketball Sept 15<sup>th</sup>
  - Golf carts on next month's agenda as our 3 year lease is ending.
- John M:**
- Greens & fairways are in good shape
  - Equipment concerns: rough & fairway mowers are old and we are currently spending on parts to keep them running.
- Junior:**
- Firing up the systems and starting to make ice
  - Hiring back staff
  - Sept 15<sup>th</sup> scrimmage – Oct 4<sup>th</sup> first game
  - Trying to fill advertising in the arenas and zamboni
  - Stripped and sealed concrete in Wilson Arena
- Amy:**
- Submitted a written report
  - 11 month walk thru for warranty issues – the list was mostly pool items
  - Pool will be shut down Aug 20–Sept 4 for annual maintenance
  - Pool staff will be utilized to deep clean other areas - small sections at a time
  - Storage building concrete is poured and trusses delivered
  - Birthday party Aug 14 for the Learning Center being opened 1 year
  - September 5<sup>th</sup> is 1 year anniversary of facility being open
  - Opportunity for members to “round-up” membership payment with the extra going to the Membership Assistance program

Next scheduled meeting is September 10, 2018 4:00pm with public hearing for budget to follow at 5:30pm.

Chairperson Mindi Schmitz adjourned meeting at 5:30pm.

  
BONNIE UKESTAD, CLERK

  
MINDI SCHMITZ, CHAIRPERSON

**AUGUST 2018**

**2017**

**2017**

Cass County Sheriff Office	\$ 80.00
Unison Bank - Gear grinder prizes	\$ 320.00
AFLAC	\$ 830.71
AT&T Mobility	\$ 172.09
BANK FORWARD - Specials	\$ 2,313.84
Central Business Systems, Inc.	\$ 284.05
City of Jamestown - BCBS	\$ 15,672.91
Classic Catering - Learning Center	\$ 1,265.25
Dakota Central Telecommunications	\$ 1,319.94
Enterprise of Glass, Inc.	\$ 175.76
Forest Park Recreation Corp	\$ 636.00
NETIC LEASING, INC.	\$ 3,423.00
State Bank - TRAC Equipment Lease	\$ 1,537.56
LEAF	\$ 99.00
Holly Lee - Mileage for conference	\$ 109.00
Montana Dakota Utilities - TRAC	\$ 3,998.44
Tammy Mewes - mileage plus supplies	\$ 134.00
Ottertail Power Company - TRAC	\$ 19,770.22
The Window Man	\$ 49.00
Creek Hill Nursery - Sensory Garden	\$ 236.81
Builders First Source - Sensory Garden	\$ 2,542.40
Opp 'n hammer Handyman - Sensory Garden	\$ 2,550.00
Jessica Vandal - Mileage	\$ 48.40
Practice Sports - JBS	\$ 29,676.45

9402.02

Courtney Kiecker - Lifeguard Reimbursement	\$ 60.00
Larry's Electric, Inc. - WSB	\$ 2,534.54
LEAF	\$ 214.21
Lindberg Bros., Inc.	\$ 140.90
Mackke Plumbing and Heating - TRAC	\$ 4,350.00
Mac's Inc	\$ 118.74
Montana Dakota Utilities	\$ 2,098.31
Capital One Commercial - Menard's	\$ 873.50
Tammy Mewes - conference	\$ 357.45
MTI Distributing	\$ 5,290.65
Napa Auto Parts	\$ 629.12
NDRPA - Registration	\$ 250.00
Newman Traffic Signs	\$ 1,040.47
Northern Turf Services	\$ 4,350.00
NW Tire Inc.	\$ 106.97
O'Reilly Automotive Inc. Parts	\$ 7.89
"Orr"iginals -staff/5K/gear grinder	\$ 1,834.18
OTIS Elevator Company	\$ 600.00
Ottertail Power Company	\$ 6,571.80
Pepsi-Cola	\$ 622.96
Praxair Distribution Inc.	\$ 28.83
Centurylink	\$ 118.08
Red River Refrigeration	\$ 4,947.28
SCOTT'S ELECTRIC - Sensory garden	\$ 1,644.23
Willey's Septic Tank Service	\$ 1,660.00
Sherry's Sewing	\$ 20.00
Sunshine Fitness Resources, LLC	\$ 540.00
Superior Tech Products	\$ 1,171.80
Tennant Sales and Service Company	\$ 1,124.36
Titleist	\$ 59.75
Traut Wells	\$ 3,165.47
True Value Hardware	\$ 15.16
Tractor Supply Credit Plan	\$ 55.11
Unison - VISA	\$ 1,865.56
Vining Oil Company	\$ 2,244.87
Walmart Community	\$ 594.58
Wenzel's Lock and Key	\$ 762.50
West End Hide, Fur & Metal Co.	\$ 7.90
Arena Warehouse, LLC	\$ 2,430.00

2132.45

9980.58

**BILLS TO BE PAID:**

Advantage Electric, Inc.	\$ 184.46
City of Jamestown - Lifeguard Reimbursement	\$ 60.00
City of Jamestown - Opportunities, INC	\$ 150.00
City of Jamestown - Athletics Sports Systems Inc.	\$ 211.00
Cole Papers Inc.	\$ 6,924.87
Dacotah Paper Co.	\$ 442.77
Dakota Dust-Tex, Inc.	\$ 74.20
Dan Poland Machine, Inc	\$ 92.44
Emmett Etzold - Mileage	\$ 111.73
Farmers Brothers	\$ 145.63
Fastenal Company	\$ 311.32
Braden Hart - Lifeguard reimbursement	\$ 60.00
Hawkins, Inc.	\$ 4,800.70
Hillerud Construction -Net JBS	\$ 300.00
Home of Economy	\$ 53.54
Hugos #9	\$ 142.73
Infinity Building Services	\$ 118.29
Interstate Engineering - TRAC pool	\$ 2,282.75
City of Jamestown	\$ 3,979.68
City of Jamestown - Plumbing Heating, Inc.	\$ 130.22
Stream Car Wash	\$ 32.58
City of Wade	\$ 59.90

<b>August Acct. Payable:</b>	<b>\$162,420.81</b>
<b>August Payroll (net)</b>	<b>\$127,376.71</b>
<b>TOTAL AUGUST BILLS:</b>	<b>\$289,797.52</b>

**August 2018 - Net Payroll**

			<b>TRAC</b>		
<b>OFFICE</b>		<b>\$12,140.24</b>	<b>SUPERVISORS</b>	<b>\$</b>	<b>17,082.17</b>
Hogan, Doug			Walters, Amy		
Ukestad, Bonnie			Mewes, Tammy		
Haut, Ann			Hanson, Joy		
			Flann, Nicci		
<b>FULLTME PARKS</b>	<b>\$</b>	<b>13,047.91</b>	Lynch, David		
Kapp, Ted			Quichocho, Boya		
Cellmer, Kim					
Hogan, Wayne			<b>LEARNING CENTER</b>	<b>\$</b>	<b>10,872.03</b>
Kapp, Jamie			Brown, Josie		
			Butler, Karli		
<b>PART TIME PARKS</b>	<b>\$</b>	<b>11,484.63</b>	Contreras, Connie		
Benson, Rebecca			Edens, Elizabeth		
Huck, Jerome			Fritz, Nicole		
Smith, Allen			Gudmestad, ShawnDell		
Gould, Tom			Herman, Kylie		
Kapp, Deb			Hoff, Emily		
Hanson, Paul			Jablonsky, Allison		
Fischer, Danny			Lee, Holly		
Soulis, Nate			Nihill, Alex		
Gould, Edi			Nohrenberg, Kailyn		
Vandal, Jessica			Pederson, Kylee		
Schultes, Tyler			Russell, Abby		
Andrus, Kevin			Smith, Alyssa		
			Uden, Rachel		
			Ukestad, Alyssa		
			Wick, Jazlyn		
			Williams, Julie		
			Wolff, Larissa		
<b>HILLCREST MAINTENANCE</b>	<b>\$</b>	<b>11,569.54</b>	<b>GUEST SERVICES</b>	<b>\$</b>	<b>4,401.94</b>
Miller, John			Aune, Sara		
Schuchard, Bob			Bodine, Kylie		
Greenlund, Ron			Conzemius, Kennedy		
Hust, Clifford			Foster, Allison		
Vogt-Christianson, Patty			Krabbenhoft, Tyler		
Wahlin, Isaac			Locke, Elizabeth		
Wrigg, Nick			Lopez, Diana		
Partlow, Joseph			Lundberg, Lynne		
			Rush, Jessica		
<b>WSB</b>	<b>\$</b>	<b>6,767.12</b>	Scott, Tess		
Kautz, Junior			Segall, Mason		
Hansen, Jason			Torgerson, Cole		
Rogozynski, Samantha			Walch, Ashley		
Kromm, Bryan			Wolsky, April		
Speidel, Jim					
Schafer, Jade			<b>WELLNESS</b>	<b>\$</b>	<b>7,183.48</b>
Schaber, Brandon			Ash, Kim		
Kautz, Sidona			Byington, Jesse		
Wang, Autumn			Conzemius, Kennedy		
Becker, Tracy			Dooley, Tiffany		
Brayson, Michael			Etzold, Emmett		
			Foster, Allison		
			Gebhardt, Joey		
			Grugel, Jace		
			Hickman, Correy		
			Hunt, Maria		
			Kallenbach, Brandon		

**Pro Shop** \$ 9,262.60

Ruff, John  
 Kates, Hank  
 LeFevre, Mara  
 Miller, Randy  
 Burgaard, Matt  
 Fisher, Roger  
 Lundgren, Mark  
 Osborne, Katie  
 Peterson, Tyler  
 Rudy, Mike  
 Anderson-Schafer, Kaden

**BUNKER/Warming Houses** \$ 1,131.54

Albrecht, Jennine

**Parks Program** \$ 5,915.48

Vandal, Jessica  
 Crabtree, Chloe  
 DuBord, Carissa  
 Everson, Reagan  
 Hillstom, Haley  
 Kenna, Seth  
 Krenzel, Rhiannon  
 Lautt, Madison  
 Mewes, Morgan  
 Niemeier, Julina  
 Ova, Josie

**Tennis** \$ 217.59

Graves, Bailee  
 Peterson, Courtney

**WELLNESS (Cont)**

Kapp, Kim  
 Lamp, Erin  
 Marquez, Lyna  
 Oberweiser, Kevin  
 Orr, McKayla  
 Ost, Emily  
 Ost, Kelly  
 Reiten, Emily  
 Stoudt, Calli  
 Vasicheck, Nicole  
 Wedell, Isabel  
 Wold, Kandas

**AQUATICS** \$ 9,958.73

Adams, Austin  
 Albrecht, Megan  
 Alonge, Tyler  
 Anteau, Jacob  
 Castle, Heather  
 Christianson, ReeAnn  
 Deaver, Catherine  
 Dupre, Cris  
 Flann, Luca  
 Folsom, Justin  
 Hart, Braden  
 Kiecker, Courtnay  
 Lynch, Calli  
 Mewes, Jordyn  
 Middaugh, Kennedy  
 Mikula, Grace  
 Mjoen, Maxine  
 Poland, Gage  
 Shafer, Autumn  
 Sorensen, Makyela  
 Triebenbach, Alexis  
 Winstead, Cameron

**MAINTENANCE** \$ 6,341.71

Birch, Brady  
 Bloemendaal, Jerry  
 Gumke, Doug  
 Niess, Vernon  
 Opsahl, Matt  
 Pahl, Jamie  
 Ramon, Maria

**Sub Total** \$71,536.65

**TOTAL NET PAYROLL** \$127,376.71

**Sub Total** \$55,840.06