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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Doug Hogan, Director**

**SUBJECT: Board Meeting – Monday, December 10, 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. Strategic Plan**
- IV. NEW BUSINESS:**
  - A. Board Development**
    - i. Facility visits**
  - B. Hillcrest Golf Rates**
  - C. TRAC Guest Service Coordinator**
  - D. TRAC Advisory Committee Appointments**
- V. REPORTS:**
  - A. TRAC – Amy**
  - B. Parks Maintenance – Ted**
  - C. Hillcrest ProShop - John R**
  - D. Hillcrest Maintenance - John M**
  - E. Winter Sports Buildings - Junior**

**Next Board Meeting Monday, January 14, 2018**

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

MINUTES OF THE REGULAR BOARD MEETING DATED December 10, 2018

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

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

GUESTS: Tom LaVenture – Representing the Jamestown Sun

ABSENT: None

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

Mike Landscoot made a motion to approve the October 8, 2018 minutes as written. Mark Ukestad seconded. All approved.

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

**OLD BUSINESS:**

**Board Development – Strategic Plan:** Mindi reported the University of Jamestown is still interested and she is waiting for them to get back to her.

**NEW BUSINESS:**

**Board Development – Facility visits:** Mindi would like to visit each facility through the course of the year after board meetings. In January, board members and staff members are invited to visit the Winter Sports Building.

**Hillcrest Golf Rates:** John Ruff provided a handout with rates since 2004 and proposed to keep the rates the same as 2018. Ron Olson motioned to approve keeping the 2018 rates for the 2019 season. Mindi Schmitz seconded. Motion passed 4-1 with Mike Soulis voting against.

**TRAC Guest Service Coordinator:** Job description is included in packet to create a full-time benefitted position for a Guest Service Coordinator. A guest service attendant will not be scheduled at the same time as the coordinator so in effect the added position will cost an additional \$15,000 to the budget. Ron Olson motioned to approve the Guest Service Coordinator position. Mindi Schmitz seconded. Motion passed 3-2 with Mark Ukestad and Mike Landscoot voting against.

**TRAC Advisory Committee Appointments:** The terms of Mindi Schmitz and Rachel Liechty are up. The Committee is recommending Tania Falk and Jen Gruebele for appointment. Ron Olson motioned to appoint Tania Falk and Jen Gruebele to the TRAC Advisory Committee. Mark Ukestad seconded. All approved.

**REPORTS:**


- Amy:**
- Submitted a written report
  - Gym floors being refinished
  - Received 1 RFP for a Healthy Snack Bar
  - Working with KK Bold on updating TRAC website
  - Developing corporate wellness program
  - 3 on 3 bb tourney had 24 more teams than last year. 54 team/97 games. The tourney raised approx. \$7,000 for scholarships
- Ted:**
- Working on equipment
  - Helping out where needed
  - Flooding rinks
  - Dan Poland is working on the Jack Brown Stadium fence on grandstand
  - Tree Trimming

- John R:**
- Last week of volleyball and basketball before breaking for Christmas
  - Cabin Fever Days will be February 1-10
- John M:**
- Moving Snow
  - Repairing chainsaws, will take down trees between 7 & 9 and 9 & 10
  - Servicing rough mowers
- Junior:**
- All groups are up and running.
  - 6 High School and 16 youth games are scheduled to the end of December
  - Working with Joy on computerized scheduling display

Next meeting is scheduled for January 14, 2019

Mark Ukestad motioned to adjourn, Chairperson Mindi Schmitz adjourned meeting at 4:45pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON