



1002 2<sup>nd</sup> Ave. SE., P.O. Box 2014  
Jamestown, ND 58402-2014  
Phone: 701-252-3982  
Fax: 701-252-3914

**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**

**FROM: Doug Hogan, Director**

**SUBJECT: Board Meeting – Monday, December 9, 2019 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. Hillcrest Golf Course – Ball picker (approved February 2019 - haven't purchased)**
  - B. 2020 Hillcrest Golf Course Fees**
  - C. Purchasing Protocol**
  - D. Approval TRAC Advisory Committee New Members**
- V. REPORTS:**
  - A. Hillcrest ProShop/Recreation Programs (Ron O) - John R**
  - B. TRAC (Mark) – Amy**
  - C. Hillcrest Maintenance (Mike S) - John M**
  - D. Winter Sports Buildings (Mike S) - Junior**
  - E. Administration/Finance (Mindi) – Doug**
  - F. Parks Maintenance (Mike L) – Bob**

**Next:**  
**Board Meeting Monday, January 13, 2020 4:00pm**

MINUTES OF THE REGULAR BOARD MEETING DATED December 9, 2019

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

OTHERS: Doug Hogan - Director, Bonnie Ukestad, John Miller, Junior Kautz, Amy Walters, John Ruff, Bob Schuchard

GUESTS: None

ABSENT: None

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

Mark Ukestad made a motion to approve the November 12, 2019 minutes as written. Ron Olson seconded. All approved.

Ron Olson made a motion to approve the Financial Report. Mindi Schmitz seconded. All approved.

**OLD BUSINESS:**

**Board Development – Strategic Plan Process:** Mindi Schmitz informed the board that the South Central Dakota Regional Council would be charging a larger fee than we are wanting and she has reached out to the NDSU Extension office and they will lead us through the next steps of coming up with a strategic plan. We should plan to meet for a couple hours following the board meeting in January or February.

**NEW BUSINESS:**

**Hillcrest Golf Course Ball Picker:** John Ruff reported that the previously approved ball picker was not priced with a buyout. New bids were included in your board packet. EZ Go is now the low bid and includes a \$1 buyout. Ron Olson made a motion to reconsider previous action to accept Yamaha and with new information accept EZ Go low bid. Mark Ukestad seconded. All approved.

**Hillcrest Golf Course 2020 Rates:** John Ruff presented proposed increases; season membership would stay the same with increases to cart storage, lockers, rentals, etc. Also, includes a higher green fees rate for the weekend. Ron Olson motioned to accept the 2020 rates as proposed. Mike Soulis seconded. All approved.

**Purchasing Protocol:** Mike Soulis requested discussion on purchasing items. He is concerned about purchases that are not budgeted items. Would like to see the items budgeted instead of coming to a meeting for approval. It was suggested that when there are purchases over \$5,000 the information gets sent via email prior to the meeting and communicating with the portfolio holder.

**Approval TRAC Advisory Committee New Members:** Amy Walters brought the names forward for TRAC Advisory Committee; Jordan Koushkouski to replace Pam Musland as the Jamestown Tennis Association representative, along with Marilyn Smyth and Shannon Kaiser for the at large 3 year terms. Mike Soulis motioned to approve Jordan Koushkouski, Marilyn Smyth and Shannon Kaiser to the TRAC Advisory Committee. Ron Olson seconded. All approved.

**REPORTS:**

- John R:**
- Girls volleyball started December 7
  - Working on February Cabin Fever Days
  - Golf Carts are ordered and are scheduled to arrive in March

- Amy:**
- Submitted a written report
  - Membership is creeping back up – Walmart has a new benefit for their employees with membership
  - Working with Zerr Berg and Interstate Engineering to identify areas to cut costs on Phase II
  - Received final confirmation of Land & Water Conservation Fund grant for Phase II in the amount of \$500,000.

- John M:**
- Servicing equipment
  - Sending reels to Fargo to be sharpened
  - Working on cross country ski trails

- Junior:**
- Submitted a written report.
  - ATM is up and running
  - Daktel will be installing security cameras tomorrow
  - Discussion on south side of building needs repairing

- Doug:**
- Reported we have 24 full-time positions budgeted with 2 openings. One is in Parks Maintenance – will fill position from within
  - Frontier Village update – we will do light maintenance, mow/weed whack, along with some light repairs. Not sure if this will be one year or ongoing. More information will come after the first of the year.
  - Requested the board give full-time employees Christmas Eve half day paid, all board members approved

- Bob:**
- Pushing Snow
  - Flooding Rinks
  - Cleaned out the paint shop
  - Training all staff to use equipment
  - Cutting trees

Doug informed that the Sensory Garden is not finished, wet fall – water feature and irrigation are left to be installed. Also, we have been reviewing the Employee Handbook and have some suggested changes. The Employee Handbook was handed out - changes in red and/or strikeout. Please review as this will be on the January Agenda.

Next meeting is scheduled for January 13, 2020.

Mark Ukestad motioned to adjourn, Chairperson Mindi Schmitz adjourned meeting at 4:49pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON