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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, February 11, 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. Board Development**
 - B. 2019 Facility/Projects**
- V. REPORTS:**
 - A. Hillcrest ProShop - John R**
 - B. Hillcrest Maintenance - John M**
 - C. Winter Sports Buildings - Junior**
 - D. TRAC – Amy**
 - E. Parks Maintenance – Ted**

**Next Board Meeting Monday, March 11, 2019 @ Two Rivers Activity Center
(facility visit to follow meeting)**

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

MINUTES OF THE REGULAR BOARD MEETING DATED February 11, 2019

- PRESENT: Chairperson Mindi Schmitz, Vice Chairman Ron Olson, Mike Landscoot
- OTHERS: Doug Hogan, Director, Bonnie Ukestad, John Miller, Junior Kautz, Ted Kapp, John Ruff, Amy Walters
- GUESTS: Tom LaVenture – Representing the Jamestown Sun, Terrie Neys
- ABSENT: Mike Soulis, Mark Ukestad

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

Ron Olson made a motion to approve the January 14, 2019 minutes as written. Mindi Schmitz seconded. All approved.

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

OLD BUSINESS:

Board Development – Strategic Plan: Mindi reported the University of Jamestown has gotten back to her and they will work with us on a strategic plan.

NEW BUSINESS:

Board Development: Mindi thanked Junior Kautz for the winter sports building tour after the meeting in January. Next month the board will hold regular board meeting at Two Rivers Activity Center and tour the facility after the meeting.

2019 Facility/Projects: List was included in board packets. We have budgeted \$220,000 for facility funds for 2019. \$29,800 is allotted already for TRAC equipment lease and Hillcrest mower lease, leaving \$190,200.

\$13,000 – Forklift (TRAC) (Total cost \$26,000: ½ Facility & ½ FFE)
\$11,995 – Triplex Mower (HC) 3 year lease or \$34,200 purchase price
\$19,985 – Fairway Mower (HC) 3 year lease or \$57,000 purchase price
\$145,220 – JBS Bleachers \$118,000 (JBS) (does not include demo, concrete, electrical, pressbox)
\$190,200

Rink/golf course bond - \$81,840

\$15,000 – Utility Cart HC Maintenance (HC)
\$10,000 – Floor scrubber (WSB)
\$10,000 – Cart & Picker (HC)
\$500 – Raise Eagles Arena Signage (WSB)
\$1,700 – Game Nets Wilson (WSB)
\$7,500 – Replace concrete slab between Wilson & Eagles (WSB)
\$1,000 – Hot Water restrooms Wilson (WSB)
\$500 – Additional motion electrical switches (WSB)
\$1,500 – Zamboni room lights (WSB)
\$47,700 leaves \$34,140

Mindi Schmitz motioned to approve the 2019 Facility/Projects list. Ron Olson seconded. Mindi – yes, Ron – yes, Mike Landscoot – No. Motioned passed

REPORTS:

- John R:**
- Youth Boys BB is in week This Saturday is last day of youth girls volleyball
 - Adult basketball league has 4 weeks left, Coed VB 3 weeks left, Spring league starts March 6. Women's league is in week 5.
 - Pinochle tourney@ Proshop Saturday (last of the Cabin Fever days events)


- John M:**
- Moving Snow
 - Need to move some trees that were cut down
 - Working on chemical inventory
 - Handed out a future equipment/project list for Hillcrest
- Junior:**
- Girls tourney this weekend with 27 games scheduled
 - High School boys still practicing, home games are done. Girls have final home game tomorrow.
 - UJ games next week
 - Outdoor Hockey Day was successful, even with the cold no additional games were scheduled at WSB.
- Amy:**
- Submitted a written report
- Annual performance reviews done
 - Learning Center has waiting list
 - Emergency Operations Plan by ND Safety Council done. We now have a template that can be used to develop a plan for all facilities.
 - One RFP was returned for Snack Bar and they no longer wish to move forward
 - Offering a bootcamp challenge.
 - School age summer camp themes have been decided
 - Swimming lessons are ongoing
 - Zerr Berg and Interstate Engineering have released RFP for Phase 2 – a recommendation will be brought to the board in March
- Ted:**
- Moving snow
 - Helping out at WSB
 - Equipment maintenance being done where needed

A Special Meeting will be held Wednesday, February 13, 2019 to discuss Pingree-Buchanan busing issue.

Next regular board meeting is scheduled for March 11, 2019 and will be held at Two Rivers Activity Center with a facility tour to follow.

Ron Olson motioned to adjourn, Chairperson Mindi Schmitz adjourned meeting at 4:37pm


BONNIE UKESTAD, CLERK


MINDI SCHMITZ, CHAIRPERSON