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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, January 14, 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. TRAC Phase II – Outdoor Water**
 - C. Pingree/Buchanan Busing**
- V. REPORTS:**
 - A. Parks Maintenance – Ted**
 - B. Hillcrest ProShop - John R**
 - C. Hillcrest Maintenance - John M**
 - D. Winter Sports Buildings - Junior**
 - E. TRAC – Amy**
- VI. Facility Visit – Winter Sports Building**

Next Board Meeting Monday, February 11, 2019

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

MINUTES OF THE REGULAR BOARD MEETING DATED January 14, 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, Ted Kapp, John Ruff, Amy Walters

GUESTS: Tom LaVenture – Representing the Jamestown Sun, Travis Dillman – Representing Interstate Engineering, Kurt Hayes, Brett McIlone and Terrie Neys – Representing Pingree-Buchanan Public School

ABSENT: None

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

Chairperson Mindi Schmitz requested to move TRAC Phase II – Outdoor Water under New Business to the front of the meeting.

NEW BUSINESS:

TRAC Phase II – Outdoor Water: Travis Dillman, Interstate Engineering stated we are in process for design and planning for Phase II Splash deck attractions including recirculating water treatment system equipment and would like to have the board approve a review committee consisting of Doug Hogan, Amy Walters, Travis Dillman (Interstate Engineering), Brian Milne (Interstate Engineering) and Tony Wolf (Zerr Berg Architects) that would present a recommendation after a review of RFP bids at the March board meeting.

Mindi Schmitz motioned to approve the committee Travis presented to bring RFP bids to the March meeting. Mark Ukestad seconded. All approved

Ron Olson made a motion to approve the December 10, 2018 minutes as written. Mike Soulis seconded. All approved.

Ron Olson made a motion to approve the Financial Report. Mark Ukestad seconded. All approved.

OLD BUSINESS:

Board Development – Strategic Plan: Mindi reported the University of Jamestown has not gotten back to her and she will contact NDSU to see what they can offer.

NEW BUSINESS:

Board Development: Mike Soulis would like discussion next month on the possibility of each board member being responsible for an area.

Pingree-Buchanan Busing: Doug Hogan reported that we sent Pingree-Buchanan School an agreement written by our attorney. This agreement has not been signed and returned. Our attorney is formulating a plan.

REPORTS:

Ted:

- Helping out where needed
- Maintaining outdoor rinks
- Making repairs where necessary

John R:

- Adult BB & VB are up and running again after the break
- This Saturday is last day of youth girls volleyball
- Youth boys basketball begins Jan 26th
- Cabin Fever Days will be February 1-10

- John M:**
- Moving Snow
 - Took out some trees
 - Will trim up some evergreens around the Proshop
 - Continuing to service equipment
- Junior:**
- Many hockey tournaments coming up. Starting with Hockey Day ND this weekend, the following 2 weekends are Goodroad tourney and then a girls tournament.
 - Computerized scheduling display should be up and running soon.
- Amy:**
- Submitted a written report
 - 156 employees, hiring PT Custodial & Lifeguards
 - Will be offering Lifeguard training/recertification to surrounding area
 - Learning Center numbers increasing, summer programming is being planned
 - Working on website updates
 - Hosting Cabin Fever events: 4 on 4 volleyball, swim day, pickleball tourney
 - Received 1 RFP for a Healthy Snack Bar – starting the process


Next meeting is scheduled for February 11, 2019

The board will visit the Winter Sports Building after the meeting today. The March 11, 2019 board meeting will be at TRAC with facility visit of TRAC after meeting.

Mark Ukestad motioned to adjourn, Chairperson Mindi Schmitz adjourned meeting at 4:32pm



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON