



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 – Tuesday, November 12, 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 Process
- B. Board Member Portfolio
- C. Youth Hockey (ATM)
- D. WSB Security
- E. Hillcrest Golf Course – Golf Cart Lease

**IV. NEW BUSINESS:**

- A. Frontier Village

**V. REPORTS:**

- A. Hillcrest ProShop/Recreation Programs - John R
- B. TRAC – Amy
- C. Hillcrest Maintenance - John M
- D. Winter Sports Buildings - Junior
- E. Parks Maintenance – Bob

**Next:**  
**Board Meeting Monday, December 9, 2019 4:00pm**

MINUTES OF THE REGULAR BOARD MEETING DATED November 12, 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:** Alex Taylor – Jamestown Sun

**ABSENT:** None

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

Ron Olson made a motion to approve the October 14, 2019 minutes as written. Mark Ukestad seconded. All approved.

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

**OLD BUSINESS:**

**Board Development – Strategic Plan Process:** Mindi Schmitz informed the board that Traci Redlin with the South Central Dakota Regional Council will attend next board meeting to help facilitate the next step.

**Board Member Portfolios:** Mindi Schmitz recommended to the board they read the page from the Board Manual regarding committees and portfolios and meet with your respective portfolio supervisor around a week before the board meeting to discuss any updates/concerns.

**Youth Hockey (ATM):** Brian Foster with Prowl Hockey met with Mike Soulis. They are recommending a 1 year agreement with the only cost to Parks & Rec \$5 month/\$60 year. The ATM would be located at the Winter Sports Building from October -March and at Hillcrest Golf Course April-September. They Hockey Board will be responsible for all maintenance. A \$3.00 per use fee will be assessed. That fee will be split 75% Hockey 25% Parks & Rec when at WSB and 50% Hockey 50% Parks & Rec when at Hillcrest.

Mike Soulis made a motion to accept a 1 year agreement with Prowl Hockey to install an ATM at the Winter Sports Building/Hillcrest Golf Course. Ron Olson seconded. All approved.

**WSB Security:** Junior Kautz presented 2 bids on 13 security cameras at the Winters Sports Building. Junior recommends we go with the \$8,936.40 bid from Daktel. Mindi Schmitz motioned to approve the Daktel bid to install 13 security cameras. Mike Soulis seconded. All approved.

**Hillcrest Golf Course – Golf Cart Lease:** Mike Soulis met with John Ruff & Bonnie Ukestad to research purchasing versus leasing golf carts. The current carts we have may not be the right carts to purchase but it is something we can look at in the future. Mike Soulis made a motion to go with the 3 year lease from Club Car for 25 cars at \$3,760 per month (6 months each year). Ron Olson seconded. All approved.

**NEW BUSINESS:**

**Frontier Village:** Doug Hogan reported that Sarah Hellekson, city administrator asked if the department could help winterize the Frontier Village. We blew out some water lines and replaced a window at the general store. The village is a community project and we can offer support. We have been asked if we would have any interest in managing Frontier Village, either on an interim

basis or on a permanent basis. That is a decision for the board; it would at least be worth a discussion.

**REPORTS:**

**John R:**

- Women's VB is in week 6, Co-ed VB week 7, BB week 2
- Next youth league is girls volleyball starting December 7

**Amy:**

- Submitted a written report
- Filled the facility maintenance supervisor position. Mike started November 4.
- TRAC finance committee recommended to go back to the design team to see what can be done to cut costs to better align with dollars we currently have so we could possibly break ground next spring/summer.

**John M:**

- October snowstorm flooded the front 9, pumped down the ponds
- Will mow cattails once ground is frozen
- System has been blown out
- Snow mold apps on greens are done
- Equipment has been winterized and stored
- Sending reels to Fargo to be sharpened, would be nice to have our own equipment so we could sharpen ourselves

**Junior:**

- Submitted a written report.
- Both high school boys and girls teams started practice yesterday
- Fire hydrant has been replaced

**Bob:**


- Everything has been blown out and winterized
- Equipment training for staff is being done
- Cutting marked trees
- Outdoor rinks are prepared and ready for flooding soon
- Equipment maintenance board is in place to keep track of maintenance

**Doug:** Reported that Dempsey Accounting Services will no longer be conducting any audits so we will need to send out RFP (request for proposal). Going to replace outside office signs, the front and side signs will be aluminum and one on the back wall will be framed media so we can replace if we want. We can do all three signs for less than \$2,000.00

Next meeting is scheduled for December 9, 2019.

Mark Ukestad motioned to adjourn, Chairperson Mindi Schmitz adjourned meeting at 4:41pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON