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TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, April 8, 2019 4:00PM

LOCATION: TRAC

- 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**
- IV. NEW BUSINESS:**
 - A. Ice Rental Rates**
- V. REPORTS:**
 - A. Winter Sports Buildings - Junior**
 - B. Parks Maintenance – Ted**
 - C. Hillcrest ProShop - John R**
 - D. TRAC – Amy**
 - E. Hillcrest Maintenance - John M**

Next Board Meeting Monday, May 13, 2019

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

MINUTES OF THE REGULAR BOARD MEETING DATED April 8, 2019

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

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

GUESTS: Tom LaVenture – Representing the Jamestown Sun

ABSENT: None

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

Ron Olson made a motion to approve the March 11, 2019 minutes as written. Mark Ukestad seconded. All approved.

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

OLD BUSINESS:

Board Development – Strategic Plan Process: Leslie Stevens in the Masters of Leadership Program joined meeting via conference call. The results of the board/employee survey taken since the last meeting was reviewed and results handed out. The next steps will be to identify and survey focus/user groups.

NEW BUSINESS:

Ice Rental Rates: Junior Kautz provided a handout with a proposal of ice rate increases through 2023. Would like to increase a total of \$14.00 per hour over a 4 year period.

2019-2020 season – will remain at \$73 per hour.

2020-2021 increase to \$76.76

2021-2022 increase to \$82.70

2022-2023 increase to \$87.00

Public skating rates will change this fall 2019-2020 season:

Family from \$5.00 to \$10.00

Adult from \$3.00 to \$5.00

Child from \$2.00 to \$3.00

Ice Skate Rental from \$2.00 to \$3.00

Mindi Schmitz motioned to approve the rate increase as presented. Mark Ukestad seconded. All approved.

Some discussion on adding language to the group contracts regarding closing the south bleachers during all games when law enforcement is not present, as there were problems with fans/students during some games this year.

REPORTS:

Junior:

- Snow accumulated on roof of Wilson and when it released it took out 3 of the 4 overhead heater chimneys. Will be submitting to insurance. Approx \$5,500 for heater repair and \$6,300 for gutter repair.
- Eagles is off and Wilson will be off at the end of April.
- The High School has requested dry land training in the summer – need to work on a rate to charge them.

Ted:

- Softball is ready
- Tennis courts are ready

- Will start hiring summer staff soon

John R:

- Leagues are done with exception of Co-ed volleyball (4 weeks left)
- Proshop is ready, will be getting concessions soon
- Carpets getting cleaned

John M:

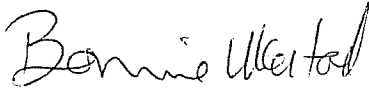
- Equipment is ready to go
- Snow still in some areas of the golf course
- Utility carts are here. Waiting for the greens & fairway mowers to arrive.
- Potential open date is April 22nd

Amy:


- Submitted a written report
- Leadership team has been invited to present at TRAC Advisory committee, so far 2 of them have presented. They will present to at the board meeting today and the other 3 in the future.
- Transitioning into summer staffing
- Good training at the National Parks & Recreation Revenue School, two part training. Next year will be the second part.
- Researching summer hours for TRAC. Evening and weekend hours will be shortened.
- Introduced Joy Hanson, Guest Services/Marketing Supervisor and Nici Flann, Aquatics Supervisor. They each had a handout and presented about their respective department.

Next regular board meeting is scheduled for May 13, 2019.

Mark Ukestad motioned to adjourn, Chairperson Mindi Schmitz adjourned meeting at 5:15pm



BONNIE UKESTAD, CLERK



MINDI SCHMITZ, CHAIRPERSON