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TO: JAMESTOWN PARKS AND RECREATION COMMISSION

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday November 9, 2015 4:00PM

- I. MINUTES OF THE PREVIOUS MEETING**

- II. MONTHLY BILLS**

- III. OLD BUSINESS**
 - A. Irrigation @ Hillcrest Golf Course**
 - B.**
 - C.**

- VI. NEW BUSINESS:**
 - A. Brandon Sorenson Hockey (key for Wilson Arena)**
 - B. Pure Hockey Ice Time (Josh Harildstad)**
 - C. Capital Campaign update-Amy Walters**
 - D. Zamboni**
 - E. Golf Course Rates**

- V. REPORTS:**
 - A. John M**
 - B. Ted**
 - C. John R**
 - D. David**

MINUTES OF THE REGULAR BOARD MEETING DATED NOVEMBER 9, 2015

- PRESENT:** Chairman Mike Landscoot, Vice Chairman Ron Olson, Larry Knoblich, Richard Ryan, Mark Ukestad
- OTHERS:** Director Doug Hogan, Sheila Harr, John Ruff, Ted Kapp, John Miller, David Seefried
- GUESTS:** Amy Walters representing TRAC's Capital Campaign, Brandon Sorenson representing Hockey, Chris Olson representing the Jamestown Sun

Chairman Landscoot called the meeting to order at 4:00pm.

Mark Ukestad made a motion to approve the October 12th regular board meeting minutes as written. Richard Ryan seconded. All approved.

Richard Ryan made a motion to approve the monthly bills. Ron Olson seconded. All approved.

IRRIGATION @ HILLCREST GOLF COURSE: Miller presented a price quote from MTI for satellite boxes. The boxes would replace the old ones. The ones we have are old and do not make parts for them. We could reduce the number of boxes to 15. This would be setting up the new towers without having new wire. If we were to get new wire we would need a contractor. The towers would allow them to water in the evening and not have to do it by hand. It is all radio controlled and can be done from a desk top in the office. (\$63,777.08) Miller had spoken with the superintendent from the Carrington course. They had a new irrigation system installed in 2003 by Traut Irrigation at a cost of \$600K. The superintendent gave him a ball park figure, which would be based on the design and the number of heads needed, but would be around \$900K. (pipe, wire and satellite boxes, does not include pumps) This would be a double row system, all new pipes, isolation valves which would eliminate having to shut down the system for repairs. Miller seemed to think that Rain Bird and Toro could be interchangeable. Landscoot asked Miller to get prices for the satellite boxes from Traut and also see if they would do wiring also.

DOUG WILES CITY FORESTER: Wiles gave the Board an update stating that all the trees are in the ground, the gravel bed is cleaned out. All of the gravel is out except for a small section where there are conifers. Those need to be put in pots. The irrigation has been blown out for a couple of weeks. Will start pruning trees on Thursday with the parks crew. Wiles informed the Board that he was offered the forester position in Bismarck so will be starting December 1st. Wiles said he would like to see the next city forester stay involved with the parks crew and also the gravel bed project. The trees and rocks have been ordered for the gravel bed for next year. There are about 30 trees ordered for the parks. If the position is not filled the nursery can be contacted and the order will/can be cancelled.

BRANDON SORENSON (KEY): Requesting a key for Wilson and Eagles Arena. Hogan said that at the advice of our insurance carrier they did not recommend it. Sorenson he would take responsibility for the key. Seefried said the arena is open from 7:00am to at least 10:00pm every day. Ron Olson made a motion that no key be handed out. (yes: no key given) Knoblich seconded. Olson-yes Ukestad-no, Ryan-yes, Knoblich-yes, Landscoot-yes

PURE HOCKEY JOSH HARILSTAD: Not present

CAPITAL CAMPAIGN: Amy Walters gave an update. They are currently on track in the planning stage and it will take between 3 and 4 months. There are several subcommittees that are involved. Policies and Procedures – they are done with their work. Finance, Resource Development – they put the list together for potential donors, Communications and Recognition. Presently ACB comes to Jamestown every three weeks and then there are meetings held during that time. The campaign is designed as an 18 month process but would like to complete the campaign in 12 months. The TRAC advisory group continues to meet monthly.

ZAMBONI: Seefried he hasn't had the opportunity to check out the Olympia. He does know that it has a GM power train. That would be something the shop guys would be able to work on. Seefried said he would like to see the hydrostatic drive which is what we currently have. Hogan said that the blades that we have for the Zamboni may not fit the Olympia. Seefried said that he thought they would be a little shorter. Blades are about \$200.00 each. Seefried sent pictures of the old Zamboni to both companies in hopes of getting a trade-in value. Depending on the trade-in value, that may determine if we would trade it in or use it for a backup. There is not a place to store it at the arena. Prices of the Olympia are very comparable to the Zamboni. Mandan, as far as we know has an Olympia. Seefried said he would like to take a look at it.

GOLF COURSE RATES: Ruff suggested leaving all the fees the same for 2016. Ron Olson made a motion to leave the rates the same. Mark Ukestad seconded. Ryan-yes, Knoblich-yes Ukestad-yes, Olson-yes, Landscoot-yes. All approved.

Hogan said there is an item he would like to bring up but it is not on the agenda. We have a part-time employee that has asked for full time status. She managed the outdoor pool the past couple summers. She would like to stay on with us and would like to be the aquatics director at the Two Rivers Activity Center. Hogan said originally we had discussed not giving her fulltime status at this point but giving her vacation and sick time. Harr said there is a formula to arrive at the number of hours accrued based on the number of hours worked during the month. Hogan said that he doesn't think we need a fulltime person this far in advance. Hogan also said that if we were to hire a fulltime person this far in advance he would rather hire whoever was going to be the manager for the center. The support staff would be hired prior to the building being open. Harr said she does work fulltime now for Ted. Hogan said whatever is decided would be retroactive to October 1st. Ryan said he does not feel we need an aquatics director now. Ryan also said he would not feel right about hiring staff without the manager being part of the hiring selection. Hogan said she also supervises open swimming at the high school. Harr said the one thing we need to keep in mind is the additional cost to us for health insurance at approximately \$6K per year plus our cost of the pension contribution. The board would also need to come up with a salary. The position would need to be created at this time. Ukestad thinks we should wait and do some research. Landscoot said he does not like the idea at this time. Ryan asked how many fulltime positions can we create. Ukestad said to hold off. Landscoot said to put on next month's agenda or another meeting.

REPORTS:

- JOHN MILLER:**
- spraying with 2 applications down with the last application of fungicide will be put on tomorrow and then top dressing on the greens only
 - wanted to burn cattails on the front. Called to see if it could be done but was told no. Will cut down by hand and will be hauled out. Will try roundup mix
 - irrigation system blown out 3X
 - Krebsbach will start cleaning the pond either tomorrow or Wednesday. The fence is down

- TED:**
- facilities winterized
 - working on equipment and things that have not gotten done for awhile
 - tree cutting this week\
 - contracted Zorn to grind 27 stumps for \$1,400.00

- JOHN RUFF:**
- men's basketball league started last week w/17teams
 - youth girls volleyball starts December 5th-January 16th
 - winterizing the Proshop
 - cars need to be picked up with new ones being delivered in the spring
 - Andrea (Shady's) will try the having the bar one more year

- DAVID:**
- Eagles Arena
 - High School Hockey starts today
 - cleaning/general maintenance
 - hired quite a few people
 - adult leagues start on the 11th
JV starts pm the 15th

Ron Olson moved to adjourn at 5:15pm. Richard Ryan seconded. All approved.
Next scheduled meeting December 14th, 2015.

SHEILA HARR, CLERK

MIKE LANDSCOOT, CHAIRMAN