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TO: JAMESTOWN PARKS AND RECREATION COMMISSION

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday, October 10, 2016 4:00PM

- I. MINUTES OF THE PREVIOUS MEETING & SPECIAL MEETING**
- II. MONTHLY BILLS**
- III. OLD BUSINESS**
 - A. Jack Brown Stadium - Dugouts**
- IV. NEW BUSINESS:**
 - A. National Athletic Business Conference**
 - B. Ice Rink Manager**
- V. REPORTS:**
 - A. Amy**
 - B. John R**
 - C. Ted**
 - D. John M**
 - E. WSB Report**

MINUTES OF THE REGULAR BOARD MEETING DATED October 10, 2016

PRESENT: Chairman Larry Knoblich, Richard Ryan, Mark Ukestad,
Mike Landscoot, Ron Olson

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

GUESTS: Katie Fairbanks - Representing the Jamestown Sun

ABSENT: None

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

Ron Olson made a motion to approve the September 12, 2016 minutes as written. Mark Ukestad seconded. All approved.

Mark Ukestad made a motion to approve the September 26, 2016 Public Hearing Meeting minutes as written. Ron Olson seconded. All approved.

Richard Ryan made a motion to approve the monthly bills. Mark Ukestad seconded. All approved.

OLD BUSINESS:

Jack Brown Stadium Dugout Project: Doug Hogan reported that bids were opened last week. We received one bid. The bid is over budget. Previously, the project was expected to be approximately \$250,000 and the bid came in at \$366,000. There will be a meeting with the contractor and architect tomorrow (Tuesday, October 11th) to get the cost down. Since this project was over \$100,000, we needed to have an architect and engineer, that drove up the cost along with some materials not being included, different material being used on top of the dugouts, sump hole for drainage connecting to the sewer (originally was to be a drain field) to name a few. We will be looking at using different materials and eliminating items; i.e. rubber in front of the dugouts. Park and Rec's financial responsibility will remain at a maximum of \$81,000.

NEW BUSINESS:

National Athletic Business Conference: Amy Walters requested to attend the National Athletic Business Conference in Orlando, FL November 16-19th. During tours of other facilities, it was recommended to attend. Importantly, there is a session on designing, planning and construction of a new facility along with over a hundred different breakout sessions to attend, plus many different equipment and product vendors. Cost will be approximately \$1,950. Mark Ukestad made a motion to send Amy to the National Athletic Business Conference in Orlando, FL November 16-19th. Richard Ryan seconded. All approved.

Ice Rink Manager: Doug Hogan updated the board on the open Ice Rink Manager position. There were 3 applicants. Two interviews were done today (Monday) and the final interview is scheduled for Thursday. Doug and Jim Speidel are conducting the interviews. Ron Olson made a motion for Doug to make the hiring decision without bringing a recommendation to the board. Mark Ukestad seconded. All approved.

Informational: Doug Hogan reported on a letter received from a concerned citizen on the area by Feton Park, sidewalk going up the hill. She describes overgrowth and weeds. Research needs to be done to see if the property is indeed Park & Rec's before addressing the issues.

REPORTS:

Amy: Submitted a written report but highlighted:

- Construction updates continue to be sent out.
- Weekly Wednesday construction meetings continue.
- They are finishing roof trusses in the court space.
- Tours are available every Friday @ 3:00pm – Contact Amy.
- Meeting with different stakeholder groups.
- Working on job descriptions and timelines.

Mike Landscoot requested the board receive ACB reports so the commissioners know how we are progressing. Doug Hogan discussed the changes that were made with our contract with ACB over the summer and that we are currently in the quiet phase. Amy Walters reported that ACB will be sending us an Audit Report and she will include with her report when we receive.

John Ruff:

- Youth Football and Girls Basketball end this Saturday.
- Co-ed Volleyball is in week 2 and has 19 teams. Women's VB is in Week 3 and has 7 teams. Men's basketball starts Nov 3rd.
- Golf course is still open – going to start winterizing.

Ted:

- Fall work, draining water, still watering and tree trimming.
- Working on getting someone for the netting at Jack Brown Stadium.
- Researching what is needed for bridges (repair & handicap accessibility) at Solien-Denault park.
- Repairing water main break at hillcrest softball complex.

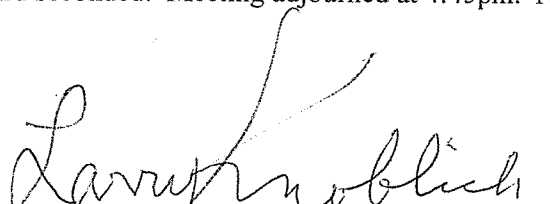
John Miller:

- Missed the last board meeting due to aerifying greens and tee boxes.
- Will over seed some areas.
- Fixed leaks on #3 & #11
- Will be blowing out water lines the first week of November.

Mark Ukestad moved to adjourn. Richard seconded. Meeting adjourned at 4:45pm. Next scheduled meeting is November 14th.



BONNIE UKESTAD, CLERK



LARRY KNOBLICH, CHAIRMAN