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TO: JAMESTOWN PARKS AND RECREATION COMMISSION

FROM: Doug Hogan, Director

SUBJECT: Board Meeting – Monday September 14, 2015 4:00PM

- I. MINUTES OF THE PREVIOUS MEETING**

- II. MONTHLY BILLS**

- III. OLD BUSINESS**
 - A. Commissioner's salaries**
 - B. Comp. Time/Overtime Pay**
 - C.**

- VI. NEW BUSINESS:**
 - A. Comfort Stations**
 - B. 2016 Budget approval**
 - C. Reimbursement Resolution approval**
 - D. Approval Joint Powers Agreement (City/Park)**
 - E. AIA Contract approval with Zerr Berg**

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

MINUTES OF THE REGULAR BOARD MEETING DATED SEPTEMBER 14, 2015

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

OTHERS: Director Doug Hogan, Sheila Harr, Ted Kapp, John Ruff, John Miller
David Seefried

GUESTS: Chris Olson representing the Jamestown Sun, Doug Wiles City Forester

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

Mark Ukestad made a motion to approve the August 10th, 2015 minutes as written. Richard Ryan seconded. All approved.

Ron Olson made a motion to approve the special board meeting minutes for August 20th, 2015. Mark Ukestad seconded. All approved.

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

CITY FORESTER: Wiles submitted a worksheet for his time spent on forestry projects for the month of August. Most of the time had been spent on watering and prepping the site areas for planting.

The university women's soccer team volunteered and planted 53 trees at the Dog Park and Solien-DeNault Park and Meidinger Park in the southeast corner. There were 65 trees planted so far and another 50 left to be planted this month.

Wiles designated September 15th for an Arbor Day celebration. The celebration will start at the gravel bed at 5:15pm. and will do a brief presentation. Two trees will be taken from the gravel bed to Solien-DeNault for planting near the pavilion. Wiles said he plans to plant all the trees that are presently in the gravel bed. He does not want to hold them over for the next year although it can be done.

COMFORT STATIONS: Hogan said he had received a letter from Beth Dewald which suggested that some of the comfort stations in the parks were not ADA accessible along with the soccer complex, softball complexes and baseball stadium. Dave Hillerud, Hillerud Construction, had gone to most of the locations and took measurements, made suggestions and drawings of what could be done to remedy the problem. Hogan said we are looking in the neighborhood of \$30K-40K per site on average. The stools are not the right height. We need three different size grab bars at various locations. The light switches are also too high. This is something that needs to be done in the near future but there is not a deadline. At the baseball park, years ago the bathrooms were redone to meet compliance but they no longer are in compliance. The county is experiencing the same problem. Hillerud did mention that the county has been able to get grants through Southeast Regional Council. Some of the grants have been 100% and others have been 90%/10% cost share. Hogan said he will be looking into that. This has not been budgeted for 2016. All the facilities will have to be inspected.

2016 BUDGET APPROVAL: Harr said we managed to address the budget so we do not have to schedule an open forum. Mark Ukestad made a motion to approve the budget for 2016. Ron Olson seconded. Ryan-yes, Knoblich-yes, Ukestad-yes, Olson-yes, Landscoot-yes all approved.

REIMBURSEMENT RESOLUTION APPROVAL: The document declaration needs to be approved so we can legally request reimbursement for the money paid out of Parks and Recreation's general fund for TRAC expenses prior to the bonds being sold.

Year- to- date we have spent \$51,000.00.

Mark Ukestad moved to approve the resolution. Richard Ryan seconded.

Olson-yes, Knoblich-yes, Ryan-yes, Ukestad-yes, Landscoot-yes

Ron Olson moved to authorize Harr to sign the resolution on behalf of Jamestown Parks and Recreation. Mark Ukestad seconded.

Ryan-yes, Knoblich-yes, Ukestad-yes, Olson-yes, Landscoot-yes

JOINT POWERS AGREEMENT APPROVAL: Hogan stated this is in regards to how the sales tax will be handled once the tax money starts coming. The state of North Dakota collects the taxes and the money is then forwarded to Jeff Fuchs, City Administrator. He will be administrating the funds and distributing the funds to us. Richard Ryan moves to approve the Joint Powers Agreement. Larry Knoblich seconded. Ryan-yes, Knoblich-yes, Ukestad-yes, Olson-yes, Landscoot-yes.

AIA CONTRACT APPROVAL WITH ZERR-BERG: Hogan said this will need to be tabled. Leo Ryan has had the contract for review. He did suggest some changes and so did Travis Dillman. The contract was forwarded to Berg until this morning. Without this contract being signed by us and Zerr-Berg his contracts with the consultants cannot be executed. Hogan said we will need a special meeting once the contract is approved and returned to our office.

COMMISSIONER'S SALARIES: Richard Ryan moves to increase the commissioner's salary and the chairman's salary by \$25.00 per month. Mike Landscoot seconded.

Knoblich-no, Ukestad-no, Ryan-yes, Ukestad-yes, Landscoot-yes

The salary increase will be effective January 1, 2016.

COMPTIME/OVERTIME PAY: Harr stated that employees that are eligible for overtime can choose time off or overtime pay. The accrued comp. time is supposed to be used within the month it was earned. There are times, such as in the case of Schuchard; the large number of overtime hours earned each month would cause problems at the course if he chose to take the time off during the summer. This would leave Miller in a bind. Schuchard could use the time at a later date but that should be discussed and arranged with Miller and Hogan. However, Schuchard has every right to choose the overtime pay or time off. Hogan suggested taking advantage of people who are in need of an internship for turf management. Landscoot said to try to manage overtime hours better.

REPORTS:

JOHN RUFF:

- boy's football 155 registered
- girls' basketball 88 registered
- Women's volleyball starts September 28th

- Coed volleyball starts October 7th
- all golf tournaments are done and the bar is closed for the season
- proshop hours are 8:00am-8:00pm

DAVE SEEFRIED:

- ice was ready in Wilson Arena as of September 1st for summer ice
- working on ice maintenance
- public skating starts September 27th at 7:00pm
- steel beams that hold up the Zamboni over the melt pits were replaced in the last month
- small painting projects
- will be starting the compressors in Eagles on October 8th
- Red River Refrigeration will be doing some maintenance
- Arena should be ready by October 26th
- have spoken with the U of J hockey coach he had some concerns about a locker room and also paint color. He will probably be visiting with Doug also. No team until 2016
- work done on one of the air handlers. Been about 20 years since it was installed. A lot of work had to be done
- have some staff returning but could us some extras

TED KAPP:

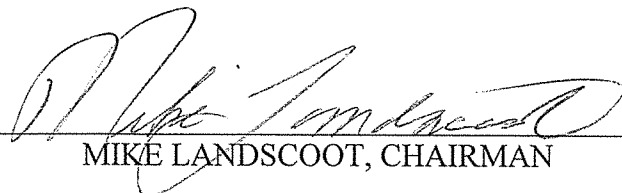
- got the football lines mowed
- worked on soccer irrigation
- 3 mowers going most days

JOHN MILLER:

- quote from Krebsbach \$99,332.39; cleaning material out and removal of sediment, liner and a drain.
- Krebsbach said he can get rock from someone that is much less expensive than buying it.
- there is a clay liner in the pond because Krebsbach has cleaned it but clay is being removed with each cleaning. He is concerned as to where he would be able to find clay. Miller is in favor of a liner. It would be great for maintaining and cleaning and we would always have clean water going through our system.
- the pond would be rocked and the leaks fixed. The walls would be reinforced. The rock would be on the top.
- Scherbenske was going to meet with Miller last week Friday but didn't show. They do not install liners. Richard suggested contacting Guthmiller. Miller will contract Scherbenske again.

Mark Ukestad motioned to adjourn. Larry Knoblich seconded. Meeting adjourned 5:30pm. Next scheduled meeting October 12, 2015.


SHEILA HARR, CLERK


MIKE LANDSCOOT, CHAIRMAN